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英语周计划系列丛书
ENGLISH WEEKLY PLAN SERIES

英语专业四级写作周计划

英语专业四级考试
命题研究组◎编著

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第5版

英语周计划系列丛书

英语专业四级写作周计划

第 5 版

英语专业四级考试命题研究组　编著

机械工业出版社

“英语周计划系列丛书”是针对我国读者的英语学习特点开发的、以“周”为谋篇布局单位、以“日”为具体实施单元的极具特色的英语辅导用书。具有思维创新、规划科学、目标明确、讲练结合、直击实战等特点。《英语专业四级写作周计划》是本系列针对 TEM4 的一个分册。

编者从英语专业四级写作的题型特点和设题规律出发，针对考生复习中经常遇到的问题，为考生提供了一个完整的 TEM4 写作 4 周复习方案。全书安排在 4 周里进行，每周安排 5 天（星期一至星期五），第一周和第二周是针对专四写作的第一部分，即短文写作（15 分），第三周是针对专四写作的第二部分，即便条写作（10 分），第四周是综合性的热点预测，即实战演练。4 周的安排，目标明确，科学合理，帮助考生厘清复习思路，最终成功通过考试。

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丛书序

“英语周计划系列丛书”的大学英语四级和六级两个系列共8种书自问世以来，以其科学的时间安排、精练的考点讲解、实用的技巧点拨、充足的针对练习、细致的名师点评和贴心的版式编排，赢得了广大读者的好评，屡屡登上业内权威的开卷报告“全国英语国内考试类图书排行榜”的榜单。广大读者对周计划学习形式和编写团队工作的认可为我们增添了无穷的动力。我们觉得，如果能将周计划的学习模式应用到更多的考试中，会让更多的考生从中受益。正因如此，“英语周计划系列丛书”的“英语专业四级系列”应运而生。

英语专业四级周计划系列图书的编写团队由经验丰富的教师组成，他们有着多年的一线教学和阅卷经验，深知考生在复习备考和应试过程中的“盲区”和“软肋”所在。结合英语专业四级的特点，他们将周计划的学习理念很好地融入了每一天的学习当中。如果考生有过使用周计划四六级系列的经历，那么对这套丛书的使用将会更加得心应手，考生的学习经历也将会变得更加轻松、更有效率。

英语专业四级系列图书有如下特色：

1. 计划明晰，时间性强。每册书都将计划安排在3～5周内进行，并将任务细化到每天。由于每天都有很明确的学习任务，极为方便考生根据自身情况设定复习计划，合理分配备考时间，掌握学习的主动权。这是周计划的时间特性，也是周计划的主要特色。

2. 紧扣大纲，针对性强。严格依托英语专业四级考试大纲，按照考试分值和各部分的比重将本系列分为5个分册，分别是听力分册，阅读分册，写作分册，完形、语法和词汇分册和一个独立的词汇分册。各个分册既有极强的针对性，相对独立，又互相联系，共同组成了英语专业四级周计划的整体复习方案。所配练习题和模拟题，都严格按照专业四级命题要求进行编写，题目的难度、命题的角度、命题陷阱的设置等

仿真性极强，非常有利于考生练习、模拟。

3. 新派方法，创新思维。周计划应用在英语专业四级考试，是专业四级备考图书领域的一个创新。完全从考生复习的角度出发，告诉考生每天应该学什么、练什么、背什么，就像良师一样，时刻在考生旁边细心指导，改变那种缺乏科学规划的传统学习模式。但周计划带给专四考生的将不仅仅是每周细致体贴的备考内容，更是一种新的学习方式，一种新的备考模式，一种新的思维方式。

4. 目标明确，讲求效率。帮助考生一方面厘清复习思路，另一方面提高复习的针对性，提高应试效率。

5. 边讲边练，强化理解。每道真题都有详细的技巧引导和讲解，每套练习都有详细的答案和解析。考生通过以真题为模板的技巧点拨后，立即进行有针对性的训练，理解会更加充分。

6. 练习充分，直击实战。除每天的讲解配有专项练习外，每周复习结束时都有充分的练习，检验一周的复习效果，最后还有综合模拟练习，让考生真正练透、练精。

本丛书在出版前已经由多个辅导班学生使用，结果证明，考生如按照本丛书规划认真复习备考，定能有效提高复习效率，取得更加理想的考试成绩！本丛书是一线辅导教师的倾力之作，凝结了我们的大量心血，辅导精华尽现书中，可谓辅导和图书出版的完美结合。编者衷心希望本丛书能让更多考生受益，如是，将深感欣慰！

编者

2015 年 6 月

于中国人民大学

前　言

专四考试中，写作部分的分值占25%，写作能力的高低无疑会在很大程度上影响考生成绩的好坏。但一直以来很多考生都反映，写作复习既十分耗费时间又不容易见到成效，平时也背了不少范文，练了不少题目，进入考场之后还是不能达到行文流畅，依旧是苦苦思索，无从下笔。

考生的问题

通过总结多年的一线教学和阅卷经验以及对考生的多次问卷调查统计，本书作者发现，考生在写作方面主要存在以下问题：

一、复习欠缺规划

写作能力的提高不是一蹴而就的，而是需要科学的计划和安排，但很多考生的写作复习都是三天打鱼、两天晒网，没有系统、没有计划，导致复习效率低下。

二、受模板束缚严重

很多考生对写作都有一个误区，他们认为只要考前背背模板，考试时套用现成的结构和句型就可以了，结果写出来的作文都被束缚在一个固定的框框里，显得死板生硬，第一眼看上去好像结构、句型还可以，稍加留意便会发现漏洞百出。

三、不熟悉专四作文结构

很多考生写作文都没有结构和框架意识，经常担心时间不够用，看一眼题目就马上开始动笔，想到哪写到哪。有的虽然也采用了三段模式，但却没有充分考虑提纲，不知道不同的提纲模式应该采用不同的结构模式，导致写出来的文章结构混乱。

四、不懂得制造语言亮点

一篇文章要想得到高分，在语言上必须有出彩的亮点，尤其是开头

结尾部分，要能够吸引阅卷老师的眼球。但是绝大多数考生并不知道什么才是语言亮点，也不知道如何制造语言亮点，结果写出来的文章平淡无奇、缺乏生气。

我们的对策

我们从专四写作的考查重点和出题特点出发，针对考生复习中经常出现的问题，精心编写了这本书。本书内容安排在 4 周进行，每周 5 天，共 20 天。第一周至第三周，分项学习，各个击破；第 4 周预测热点，实战演练，全面提升。

具体来讲，本书有以下特色：

一、4 周时间，规划科学

第一周至第二周针对专四写作的第一部分短文写作，从结构到亮点、从 9 分到 14 分，快速提升；第三周针对专四写作的第二部分便条写作，让考生快速掌握各类便条的写法，轻取 8 分；第四周 30 篇热点作文，帮助考生把握命题方向，确保考生走进考场时胸有成竹。4 周的安排，目标明确，科学合理，让考生轻松实现高分作文梦想。

二、典型自测，自我诊断

在进入具体讲解之前，先给出 2 个典型试题自测，给出经典范文并对其优点进行详细的点评分析，同时给考生提出合理的复习建议，让考生通过模拟自测，找出自己的弱点，明确作文努力方向。

三、高频公式，驾驭结构

第一周针对 4 大专四短文写作类型，给出清晰的写作思路和实用结构公式，让考生通过对结构公式的学习和套用演练，熟悉、掌握各类作文的基本框架和基本句型，确保考生可以轻松写出一篇结构紧凑、主题明确的文章。

四、遣词造句，制造亮点

第二周教会考生灵活变换长句、短句，恰当使用强调、倒装等特殊句式，巧妙运用限定词语、动态动词等亮点词语，谙熟并牢记专四 4 大类作文中常用的亮点句式和用词，为考生的作文锦上添花，博得高分。

五、便条模板，学透练透

第三周针对专四写作中重点考查的13类便条类型，给出清晰的写作思路和实用结构模板，让考生快速掌握各类便条的写作流程和基本句式，一周之内轻松拿下便条写作。

六、佳作赏析，汲取精华

第一周至第二周周一至周四每天学习结束后，提供一篇优秀的作文赏析，让考生了解优秀作文的优点都体现在哪些方面，在诵读中自然提高写作水平。

七、充分练习，练透练精

每天的讲解都配有专题演练，每周复习结束时都配有8篇测试题，检验一周的复习效果，让考生学完一个，练透一个，彻底吃透所学知识。最后还配有30个热点预测，全书共113篇练习，让考生真正练透练精。

编者

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专四写作导学 >>>

一、专四写作命题方向

专四写作包括两部分，Section A 部分是短文写作（Composition），Section B 部分是便条写作（Note-writing）。现将其基本测试要求和命题方向分述如下：

（一）短文写作

大纲中对短文写作的测试要求是：能根据所给的作文题目提纲或图表数据等，写一篇 200 个单词左右的作文，能做到内容切题完整、条理清楚、结构严谨、语法正确、语言通顺、表达得体。考试时间为 35 分钟，所占分值比例为 15%。

1. 出题形式

专四短文写作的命题基本由以下三个部分组成：一是情景，这一部分主要是提供写作背景；二是标题，这一部分规定了作文的主题；三是三段式要求，这一部分基本确定了文章的框架结构。

例（2014 年）

SECTION A　COMPOSITION　[35MIN]

An undergraduate of English at a university, in a recent letter to the university's president, complained about the mandatory maths classes he had to take. He said that because a language major has little use for maths, he could forget all of his maths lessons soon after taking the required exams. What do you think of his opinion?

Write on ANSWER SHEET THREE a composition of about 200 words the following topic:

Should English Majors Study Maths?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or make a summary.

情景：一名英语专业大学生写信向校长抱怨自己不得不学习数学。

标题：英语专业大学生应该学习数学吗？

三段式要求：第一段：表明立场；第二段：阐述原因；第三段：得出结论。

Marks will be awarded for content, organization, language and appropriateness. Failure to follow the instructions may result in a loss of marks.	

2. 常涉题材

从历年真题来看，短文写作主要涉及以下三个方面的题材：

一是校园生活，主要涉及学习方法、学习体会、课内外活动以及其他校园日常生活等方面的内容，如2014年的作文主题是关于“英语专业的学生是否应该学习数学”（Should English Majors Study Maths?），2010年的作文主题是关于“大学生是否应该雇用清洁工”（Should College Students Hire Cleaners?）。

二是社会热点，主要涉及国家大事、最新科技、就业、环境、交通、犯罪、自然灾害、慈善、广告、产品质量等方面的内容，如2011年的作文主题是关于“私家车主是否应该为污染交税?”（Should Private Car Owners be Taxed for Pollution?），2009年的作文主题是关于“旅游是否会对环境带来危害”（Will Tourism Bring Harm to the Environment?）。

三是日常生活，主要涉及个人的业余爱好、生活方式、健康、时尚、节假日等方面的内容，如2012年的作文主题是关于“端午节”（The Dragon Boat Festival），2002年的作文主题是关于“保持健康的最佳方式”（The Best Way to Stay Healthy）。

3. 作文类型

从历年真题来看，按照行文模式的不同，专四短文写作主要可分为四种类型：立场选择类、建议方法类、指定观点类和利弊分析类。其中立场选择类和指定观点类出现次数较多，而利弊分析类在1995年出现过一次，之后就再没有出现过。

以下是历年专四真题中作文的题材和类型统计：

考试时间	作文标题	作文题材	作文类型
2015年	How I Deal with Stress	校园生活	建议方法类
2014年	Should English Majors Study Maths?	校园生活	立场选择类
2013年	Are We Smart Consumers?（自拟）	校园生活	立场选择类
2012年	The Dragon Boat Festival	日常生活	建议方法类
2011年	Should Private Car Owners be Taxed for Pollution?	社会热点	立场选择类
2010年	Should College Students Hire Cleaners?	校园生活	立场选择类
2009年	Will Tourism Bring Harm to the Environment?	社会热点	立场选择类

2008 年	The Benefits of Volunteering	社会热点	指定观点类
2007 年	Is It Wise to Make Friends Online?	社会热点	立场选择类
2006 年	Is Saving Money a Good Habit?（自拟）	校园生活	立场选择类
2005 年	My Idea of University Arts Festival	校园生活	建议方法类
2004 年	Will Phones Kill Letter Writing?	社会热点	立场选择类
2003 年	The Importance of Keeping a Good Mood	日常生活	指定观点类
2002 年	The Best Way to Stay Healthy	日常生活	建议方法类
2001 年	Travel Broadens Our Mind	社会热点	指定观点类
2000 年	The Importance of Extracurricular Activities	校园生活	指定观点类
1999 年	A Major Advantage/ Disadvantage of Advertising on Television	社会热点	立场选择类
1998 年	One Way to Solve the Problem of Air Pollution	社会热点	建议方法类
1997 年	More Pressure from Academic Studies Does (or Does No) Good to Us	校园生活	立场选择类
1996 年	The Main Difference Between My College and My Middle School Life	校园生活	立场选择类
1995 年	The Advantages and Disadvantages of Taking Part-time Jobs（自拟）	校园生活	利弊分析类

（二）便条写作

大纲中对便条写作的测试要求是：根据提示写大约 50～60 词的通知、请假、祝贺请帖等类型的便条。要求格式正确、语言得体。考试时间为 10 分钟，所占分值比例为 10%。

例（2014 年）

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

As you are taking an exam, you do not have time to meet a former schoolmate of yours at the railway station. Write a note to your friend Mark/Lily, politely asking him/her to meet your schoolmate for you and describing briefly what your schoolmate looks like.

Marks will be awarded for content, organization, language and appropriateness.

便条写作一般涉及的都是校园场景。根据便条的不同目的，主要可分为以下13类：邀请、拒绝、建议、祝贺、安慰、询问、道歉、感谢、请求、转让或求购、通知、请假、留言。

以下是1995年来的专四真题中便条的类型统计：

便条类型	考试时间	便条类型	考试时间
建议类	2015年，2010年，2009年，2008年，2000年	安慰类	2004年，1999年
道歉类	2013年，2001年，1997年	请求类	2014年
邀请类	2011年，2005年，1998年	感谢类	2012年
拒绝类	2007年，2003年	祝贺类	1996年
询问类	2006年，2002年	转让类	1995年

二、专四写作评分标准

（一）短文写作

1. 总体原则

专四短文写作采用总体评分方法，阅读人员从内容和语言两个方面对作文进行综合评判。一般来说，阅卷人员评分时分综合考虑以下几个问题：

1）作文是否体现主题思想，即是否切题。

2）作文的组织结构是否合理，是否完成了三段式写作任务。

3）篇章是否得以自然衔接，句式、用词是否多样化。

4）语言是否畅通，是否有重大语法文字错误。

2. 具体标准

短文写作满分为15分，评分标准分五个等级：14分、11分、8分、5分、2分。阅读人员根据阅卷标准，对照样卷进行评分，若认为与某一分数等级（如8分）相似，即定为该分数（即8分），若阅卷过程中发现该作文稍优或稍劣于该分数，则可加1分（即9分）或减1分（即7分），但不得加或减半分。各分数档的具体评分标准如下：

2~5分——文章条理不清，语言缺乏连续性，句子错误很多，或语言虽通顺但完全偏题。

6~8分——文章内容基本切题，思想表达不够清楚，连贯性差，语言错误多。

9~11分——文章内容基本切题，尚能表达中心思想，但说理不够清楚，文

字连贯不够好，有少量语言错误。

12～14 分——文章内容切题，思想表达清楚，语言比较通顺连贯，只有极少数语法错误。

15 分——文章内容切题，思想表达清楚，行文通顺流畅，论证严密，论据充分，基本上无语法错误。

注：交白卷者，或作文与题目毫不相关，或只写几个单词，则以零分计算。

3. 字数要求

目前，专四短文写作部分要求的字数大约是 200，如果字数不够，也会有相应的扣分。

累计字数为 150～170，扣 1 分；累计字数为 130～150，扣 2 分；累计字数为 110～130，扣 3 分；累计字数为 90～110，扣 4 分；累计字数为 90 以下，扣 10 分以上。

4. 注意事项

另外，关于作文的评分还应注意以下几点：

1）如照抄提示中原句，均不得计入所写字数。

2）只写一段者：0～4 分；只写两段者：0～9 分。（指规定写三段的作文）

3）按规定，考生作文若为 0 分，无论其总分是否高于 60 分，均做不及格处理；其作文高于 0 分，低于 6 分，报成绩时，需从总分中先减去 6 分，再加上实际作文的得分，也就是说，要从总分中减去实得作文分与 6 分之间的差额部分。

（二）便条写作

便条写作满分为 10 分，评分主要参照以下几个方面：

1. 格式是否完整。
2. 结构是否合理。
3. 内容表达是否清楚。
4. 行文是否连贯。
5. 能否实现应用文的交际功能。

三、典型试题自测

本书使用提示：从 2009 年开始，英语专业四级考试的答题卡（ANSWER SHEET）由两张改为三张，为了让考生熟悉新的考试形式，本书一律采用最新考试的答题卡模式，写作部分均要求写在 ANSWER SHEET THREE 上。

自测一

SECTION A COMPOSITION [35 MIN]

College life should be varied and colourful. And extracurricular activities are an important aspect of it. However, at present, there is much room for improvement in this regard.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Importance of Extracurricular Activities

You are to write in three parts.

In the first part of your article you should clearly present your view.

In the second part you should support your opinion with appropriate details.

In the last part you should bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B NOTE-WRITING [10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

You've read on the notice board that the university library is looking for a part-time library assistant who can work at weekends. You think that your classmate, George, is a suitable person for this vacancy. Write him a note, telling him what you know about the vacancy and trying to persuade him to go for an interview.

Marks will be awarded for content, organization, grammar and appropriateness.

自测二

SECTION A COMPOSITION [35 MIN]

Nowadays young people tend to phone more often than write to each other. So, some say that phones will kill letter writing. What is your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Will Phones Kill Letter Writing?

You are to write in three parts.

In the first part, state specifically what your view is.

In the second part, support your view with one or two reasons.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

Your friend Clare has invited you to her house-warming party this weekend. However, you will be away then. Write her a note politely declining her invitation and expressing your best wishes to her.

Marks will be awarded for content, organization, grammar and appropriateness.

四、范文及点评

自测一

SECTION A　COMPOSITION

框架搭建： 由所给标题和提纲内容可知，本文应该是一篇指定观点类作文，其基本的段落安排如下：第一段概述大学课外活动的现状，引出本文论点：课外活动是大学生活的重要组成部分；第二段分别从二至三个方面说明课外活动的重要性；第三段总结全文，重申课外活动的重要性，号召大学生多进行课外活动。	
范文	**点评**
The Importance of Extracurricular Activities Nowadays, college life is becoming more and more varied and colorful. (1) At the same time, many people (2) wonder whether college students should spend their precious time on those extracurricular activities. In my	本文属于典型的三段式结构，段落安排合理、详略得当；句型丰富多变，段与段、句与句之间过渡自然、衔接紧密；句式和用词上有很多闪光点，具体如下： (1) 此处的 at the same time 不是

opinion, extracurricular activities are an important component of college life, and they play an important role in many aspects. (3①) Firstly, extracurricular activities, (4) especially those physical exercises, can help to build our bodies. (5①) Students who do physical exercises regularly grow stronger and healthier (5②) than those who not. Besides, (6) after taking physical exercises, students usually (7) become refreshed and can return to class work more energetically. (3②) Secondly, extracurricular activities can teach students cooperation and team-spirit. In those activities, students usually need to cooperate with others in order to get good achievement, (8) from which they can learn the strength and importance of a team. (3③) Thirdly, students can (9) apply what they have learned in class to practice and know well (10) what they should pay further attention to in their later study. In a word, extracurricular activities are helpful, important and absolutely necessary. So (11) it goes beyond doubt that we college students should take extracurricular activities actively and enjoy our college life.	意为“同时”，而是意为“然而，尽管如此”，用来表示转折。 (2) 此处 wonder 意为“怀疑”，后面常接 whether（是否）引导的宾语从句，表示“认为……未必如此”。 (3) 从三个方面阐述课外活动的重要性，条理清晰。 (4) especially 意为“尤其，特别”，引出插入语，丰富句式。 (5) 比较结构前后对称，值得借鉴。比较对象都是名词后面跟了一个 who 引导的定语从句，一个肯定，一个否定，后面重复的名词用 those 代替，重复的谓语部分省去。 (6) after 后面的从句简化成现在分词短语，既让表达更加简洁，又丰富了句式。 (7) 意为“恢复精神”，被动使用恰当。 (8) which 引导非限制性定语从句，充当介词 from 的宾语。 (9) apply… to 意为“把……应用于……”；what 引导宾语从句，在从句中充当 learned 的宾语。 (10) what 引导宾语从句，在从句中充当 to 的宾语。 (11) 意为“毫无疑问”，给出结论时常用句式。

SECTION B NOTE-WRITING

审题： 根据题目要求，本部分要求完成 50 ~ 60 词的便条，主题是提出建议，对象为同学乔治，具体内容为：告诉他校图书馆正在招聘一名能在周末工作的兼职图书管理员，建议他去参加面试。

范文	点评
April 19, 2014 Dear George, I happened to read on the notice board that the university library is looking for a part-time library assistant who can work on weekends. I think you are the right person for the job because you are looking for a part-time job and you are free on weekends. Besides the pay, it is also a good chance to improve yourself. I hope you will take the interview. I'm looking forward to your good news. Yours Sincerely, Mike	1. 格式完整：包括日期、称呼、正文、署名。 2. 结构合理：先告诉同学自己获取的消息，然后提出建议，之后阐述自己建议的理由，最后表示祝愿。 3. 内容清楚，主题明确：用简洁的语言传达了命题中要求的信息，实现了建议的目的，没有与主题不相关的内容。 4. 行文连贯：整个便条行文流畅，衔接自然。

自测二

SECTION A　COMPOSITION

框架搭建： 由所给标题和提纲内容可知，本文应该是一篇立场选择类作文，其基本的段落安排如下：第一段给出一个社会现象——年轻人经常打电话但很少写信，由此引出争议观点：有人认为电话扼杀了写信，之后表明自己的看法：或支持或反对；第二段给出理由对自己选择的观点加以论证；第三段自然得出结论，重申观点。

范文	点评
Will Phones Kill Letter Writing? In recent years, with the popularity of mobile phones, people, (1) especially the young, tend to phone more often than write to each other. So some people conclude that phones will kill letter writing. As to this argument, (2) people have no complete agreement. In my opinion, letter writing will never be killed by phones. I have the following two reasons to support my view. (3①) Firstly, people may (4①) not only greet each other (4②) but also exchange their thoughts well in letters. When a person writes, he must organize his mind and express his ideas and	本文属于典型的三段式结构，段落安排合理、详略得当；句型丰富多变，段与段、句与句之间过渡自然、衔接紧密；句式和用词上有很多闪光点，具体如下： (1) especially 意为“尤其，特别”，引出插入语，丰富句式。 (2) 提出争议观点时常用句式。 (3) 从两个方面阐述自己的理由，条理清晰。 (4) not only… but (also)…连接并列成分，意为“不但……，而且……”。 (5) 副词，意为“有逻辑性”，用词生动准确。

feelings more (5) logically, (6①) while telephone often makes people lazy. (3②) Secondly, letters (7①) can be kept as a record of memory, (6②) while phones cannot. You can imagine, when you read some old letters, a lot of beautiful and indelible memories (7②) will be brought back to you. You can never experience this (8) irreplaceable feeling through phone calls. (9) From the foregoing, we can safely draw the conclusion that phones (10) haven't killed and will never kill letter writing (11) due to its unique charm (12) despite the fact that less people write letters.	(6) while 表示前后对比。后一个 while 从句中省略了和前面重复的谓语部分。 (7) 被动使用恰当，实现了主动被动的合理搭配。 (8) 形容词，意为“不可替代的”，用词生动准确。 (9) 得出结论时常用句式，that 引导同位语从句，修饰 conclusion。 (10) and 前后部分在含义上存在递进。 (11) due to 是介词短语，表示“因为，由于”。 (12) despite 意为“尽管”，为介词，后面接名词短语 the fact that…，that 引导的是同位语从句。despite the fact that 可用 though/although 替换。

SECTION B NOTE-WRITING

审题： 根据题目要求，本部分要求完成 50～60 词的便条，主题是委婉表达拒绝，对象为你的朋友克莱尔，具体内容为：告诉她你不能参加她的聚会了，并说明理由，表达对她的感谢和歉意，并送上祝愿。

范文	点评
April 19, 2014 Dear Clare, I am so sorry that I cannot come to the house-warming party you are going to hold this weekend because I will be away then. I do appreciate your invitation and hope to visit your new house in the near future. I sincerely hope that you have a good time. Yours, Mary	1. 格式完整：包括日期、称呼、正文、署名。 2. 结构合理：先委婉表达自己不能参加聚会，然后简述拒绝的理由，之后感谢对方的邀请并表示希望去参观对方的新房，最后表示祝愿。 3. 内容清楚，主题明确：用简洁的语言传达了命题中要求的信息，实现了拒绝的目的，没有与主题不相关的内容。 4. 行文连贯：整个便条行文流畅，衔接自然。

五、给考生的复习建议

我们相信，同学们将自己所写作文与所给范文进行了对比以后，一定已经对自己在写作方面的不足有所认识。从所给的范文和点评不难看出，一篇作文要想取得高分，首先，结构和框架必须安排合理；其次，句型要丰富，衔接要得当；最后，句式和用词上要有闪光点。

因此，我们给考生的复习建议是针对以上三个方面循序渐进、一一攻克：

第一步：掌握专四写作中高频作文类型（包括短文写作和便条写作）的结构框架，熟悉高频作文类型的段落安排。

第二步：熟练掌握专四写作中的常用句式写法，学会变换使用各类句型和各种过渡衔接词语。

第三步：学会在适当的地方设计闪光点，牢记专四写作中常用的闪光句式和用词。

第四步：把握专四写作的命题趋势，练透专四写作的热点话题，考场上无论遇到什么题材都能够思如泉涌、挥洒自如。

第一周
短文写作之结构篇

——套用高频公式，驾驭作文结构，轻松拿 10 分

本周的主要任务是利用实用有效的结构公式，熟练掌握立场选择类、建议方法类、指定观点类、利弊分析类四大类短文写作中高分作文的结构模式，考试中碰到什么作文都能轻松布局、快速谋篇，轻松拿 10 分。

星期一　立场选择类作文结构

一、什么是立场选择类作文

立场选择类作文的标志比较明显，即要求考生从给出的两种事物、两种做法或两种观点中选择一个并加以论证。命题中一般是要求考生在第一部分明确自己的观点；在第二部分用具体的理由来支持自己的观点；最后在第三部分自然得出结论、重申观点、总结上文或提出建议。

例（2009 年）

SECTION A　COMPOSITION　[35 MIN]

Tourism is a booming business in China. However, some people worry that too many tourists may bring harm to the environment, while others don't think so. What is your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Will Tourism Bring Harm to the Environment?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion. *In the last part, bring what you have written to a natural conclusion or a summary.*
类型分析：命题中给出关于“旅游会不会对环境造成污染”的两种不同观点，要求考生从中选择自己的立场并加以论证，由此可判断本文应为一篇立场选择类作文。

二、结构公式陈列

第一段——表明观点 ① 简述要讨论的主题，引出对其的不同观点或选择 /When it comes to 谈论主题，there is no complete agreement among people. ② Some people think/ prefer to/ choose 观点或选择 A. ③ However, others hold/ argue that 观点或选择 B. ④ Weighing up these two arguments, I 我的观点.	**第一段——表明观点** 先简述要讨论的主题，然后指出与其相关的两种不同的做法或观点，之后表明我的立场。 如果是两种事物，则先总述两种事物存在不同，然后分别概述两种事物各自的特点，之后表明我更倾向于哪种事物。
第二段——论证观点 ① The following reasons can support my view. ② First and foremost/For one thing, 第一点理由. ③ 进一步说明第一点理由. ④ Besides/ In addition/ For another, 第二点理由. ⑤ 进一步说明第二点理由.	**第二段——论证观点** 先总体引出我的理由，然后再具体阐述。提纲中虽只要求给出一或两点理由，但具体写作时应至少列举两点理由。阐述理由时要注意适当展开，需要时可进行举例。
第三段——总结观点 ① Considering the above-mentioned/ From the foregoing, I can draw a natural conclusion that 重申观点. / In conclusion/ To sum up, 重申观点. ② 提出建议或希望.	**第三段——总结观点** 由上段对理由的陈述自然得出结论，总结上文。必要时还可提出建议或希望。

三、结构公式真题演示

例（2009 年）

SECTION A　COMPOSITION　[35 MIN]

Tourism is a booming business in China. However, some people worry that too many tourists may bring harm to the environment, while others don't think so. What is your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Will Tourism Bring Harm to the Environment

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

参考范文	思路点拨
Will Tourism Bring Harm to the Environment? ①Nowadays, tourism has become a very big and booming business in China. ②Some people insist that we should spare no effort to promote the tourism. They believe that tourism contributes greatly to the economic growth. ③ However, others argue that too many tourists will bring harm to the environment. ④ Weighing up these two arguments, I am inclined to the latter one.	**第一段——表明观点：**描述旅游业兴旺的现象，指出关于发展旅游业的两种不同观点，然后表明自己的观点：旅游会对环境造成危害。
① The following two reasons can support my view. ② For one thing, the course of exploring the tourist resources, if planned poorly, can spoil the original scenery. ③ For example, nearly all the trails in Mountain Hua, the most precipitous mountain in China, have been flanked with iron chains and other facilities for the ordinary visitors to pass through, which has caused damages to the integrity of	**第二段——论证观点：**列举两点理由对自己的观点加以论证：一是在开发旅游资源时，若规划不当，就会破坏旅游环境的完整性；二是缺乏环保意识的游客对环境造成污染。

the tourist attraction. ④ For another, we can never fail to notice that scenic spots swarming with travelers are heavily polluted. ⑤ Not all the tourists are aware of environment protection and some of them litter here and there, step on the grass and even inscribe on the rocks or walls. ① From the foregoing, I can draw a natural conclusion that the development of tourism has great negative effects on our environment. ② Therefore, we should take effective measures to protect the environment while we marvel at the huge income deriving from the tourist industry.	**第三段——总结观点：**自然得出结论，总结全文。建议在惊叹旅游带来巨大收入的同时要注意保护环境。

四、典型作文操练

练习一

SECTION A　COMPOSITION　[35 MIN]

Nowadays, when it comes to whether one should expect a reward when they do a good deed, there is no complete agreement among people. What's your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Should One Expect a Reward When Doing a Good Deed?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

练习二

SECTION A COMPOSITION [35 MIN]

Nowadays, many people prefer to browse news on Internet instead of reading newspaper. Some people even think traditional newspapers will be replaced by electronic newspapers soon. What's your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Will Traditional Newspapers Be Replaced by Electronic Newspapers?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

_____

_____

_____

参考范文

练习一

框架搭建： 由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段指出人们对于做好事是否应该要求回报存在不同看法，然后表明我的观点；第二段给出理由支持我的观点；第三段自然得出结论，总结观点。

Should One Expect a Reward When Doing a Good Deed?

Different people hold different views about whether or not one should expect a reward when doing a good deed. Some argue that one should be given a certain reward for his good deeds, while others have different viewpoints. From my point of view, one should regard Leifeng as a model and should not expect any reward.

The following reasons can support my view. Firstly, in my opinion, doing a good deed should be based on people's individual consciousness of responsibility, and hence little significance should be attached to monetary reward. Secondly, if you expect a reward when providing others with help, maybe when you are in

trouble but couldn't give any reward, nobody will help you. Thirdly, one can enjoy happiness and peace through what they have done, which I think is the best return.

Considering the above-mentioned, I think it imperative for us to conduct good deeds without expecting any reward. I suggest that people's awareness should be cultivated that conducting good deeds is extremely meaningful to our lives. Everyone should keep it in mind that we do good deeds for enjoyment, self-fulfillment and spiritual enhancement, not for the rewards.

练习二

框架搭建：由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段指出目前传统报纸受到网络报纸冲击的现状，引出人们对其的不同观点，然后表明我的观点；第二段给出理由论证我的观点；第三段自然得出结论，总结观点。

Will Traditional Newspapers be Replaced by Electronic Newspapers?

With the popularization of Internet, there is an increasing number of electronic newspapers for people to read in daily life. Instead of reading traditional newspapers, many people develop the habit of browsing news on Internet every day. Some people propose such a question: Will traditional newspapers be replaced by electronic newspapers? As to this question, my answer is yes.

The following reasons can account for my view. Firstly, electronic newspapers have all the functions of traditional newspapers, so traditional newspapers lose the necessity of its continuing existence. Secondly, electronic newspapers make people enjoy quicker, more detailed and more colorful news. Electronic newspapers can be updated instantly. If any news happens, there will be correlative reports on Internet immediately. Besides, electronic newspapers can provide more lively news, such as visible or audible reports.

From the foregoing, I can safely come to the conclusion that it is a trend that traditional newspapers will be replaced by electronic newspapers. I think, in the near future, newspapers will not be issued in public like nowadays and old newspapers might only become the collections.

五、每日佳作赏析

SECTION A　COMPOSITION　[35 MIN]

Nowadays the Internet has become part of people's life, and millions of young people have made friends online.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Is It Wise to Make Friends Online?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

参考范文

Is It Wise to Make Friends Online?

Today, the Internet is a collection of various services and resources in the world. Millions of young people have made friends online. (1①) Some people advocate this kind of way to make a friend, (1②) while others think (2) it unwise to make net friends. As for me, I prefer to the latter one.

There are mainly two reasons for my argument. Firstly, (3①) it is sometimes quite dangerous to meet a stranger online. We may casually (4) blurt out our private information, (5) such as home address or phone numbers. However, this can turn (6) disastrous if the so-called online friend (7) turns out ill-intentioned. Secondly, (3②) it is very difficult for us to know a person well on the Internet. In many cases we couldn't tell (8) whether the words the person says (9) or the information he or she provides are true or false. Besides, (10) even if that person

词句点评

(1) 对比提出两种不同的观点，注意 while 的用法。

(2) it 充当形式宾语，真正的主语是后面的不定式短语，unwise 为形容词做宾补。

(3) 固定句式 It is +*adj.* +(for sb.)+to do sth. 丰富了句式。其中 it 为形式主语，不定式是真正主语。

(4) 意为“不假思索地说出”。

(5) such as 表列举。

(6) 意为“灾难性的”，形容词使用恰当。

(7) turn out 意为“结果是，证明是”。ill-intentioned 意为“不怀好意的”，复合词的使用体现出语言水平。

(8) whether 引导宾语从句，意为“是否”。

(9) or 连接并列主语，主语的两部分都带有一个省略了

online doesn't deceive us intentionally, we couldn't understand him or her completely only by meeting him or her online. (11) After all, there are many differences between the Internet and the reality. (12) Considering the above-mentioned, we can safely draw the conclusion that it has a lot of risks to make a friend online. Therefore, when we meet someone on the Internet, we'd better (13) take some precautionary measures for our own security.	that 的简短定语从句。 (10) even if 引导让步状语从句。从句在前、主句在后，丰富了句式。 (11) 意为“毕竟”。 (12) 得出结论常用句式。 (13) 意为“采取防范措施”。

星期二　建议方法类作文结构

一、什么是建议方法类作文

建议方法类作文要求考生针对命题中提到的问题给出解决建议或方法，然后加以阐述或论证。命题中一般要求考生在第一部分先描述要解决的问题，然后说明自己的建议或方法；在第二部分具体解释为什么提出这样的建议或方法，或是详细阐述自己的建议或方法的优点所在；最后在第三部分重申自己的建议或方法，总结全文，提出希望。

例（2005 年）

SECTION A　COMPOSITION　[35 MIN]

The Student Union of your university is planning to hold an arts festival next semester, and they are inviting students to contribute their ideas and suggestions as to how it should be organized or what should be included.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

My Idea of a University Arts Festival

You are to write in three parts.

In the first part, state specifically what your idea is.

In the second part, provide one or two reasons to support your idea OR describe

your idea. *In the last part, bring what you have written to a natural conclusion or a summary.*
类型分析：命题中提到“学生会要举办一次艺术节”这一问题，要求考生从本校学生的角度针对艺术节如何举办以及应该包括哪些内容提出自己的建议或想法，由此可判断本文应为一篇建议方法类作文。

二、结构公式陈列

第一段——提出建议或方法 ① 提出问题. ② No doubt，问题的重要性或解决的必要性. ③ However，as to/when it comes to 如何解决该问题，different people have different views/ideas/preferences/proposals. ④ From my point of view/As far as I am concerned，我的建议或方法. ⑤ My reasons can be listed as follows./ The advantages/details of my idea/suggestion will be listed as follows.	**第一段——提出建议或方法** 先概括提出问题，并简要描述问题的重要性或解决的必要性；然后指出对应该如何解决该问题存在不同看法；之后明确提出我的建议或方法；最后承上启下，引出我的理由或对我的建议或方法的详细阐述（最后一句也可放在下段开头）。
第二段——说明理由或细节 ①Firstly/First of all/For one thing，第一点理由/第一个优点/第一点细节. ② 进一步阐述第一点理由/优点/细节. ③ Secondly/For another，第二点理由/优点/细节. ④ 进一步阐述第二点理由/优点/细节.	**第二段——说明理由或细节** 本段一般是列举理由或优点来支持自己的建议或方法。但有时提纲也允许 describe your idea，这时我们也可在本段详细阐述自己的建议或方法。
第三段——总结建议或方法 ① In conclusion，I（have reason to）think/believe 再次强调我的建议或方法. ② I hope/We are expecting 提出希望.	**第三段——总结建议或方法** 再次强调自己的建议或方法，最后还可以对问题的解决或发展前景进行一下展望。

三、结构公式真题演示

例（2005 年）

SECTION A　COMPOSITION　[35 MIN]

The Student Union of your university is planning to hold an arts festival next semester, and they are inviting students to contribute their ideas and suggestions as to how it should be organized or what should be included.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

My Idea of a University Arts Festival

You are to write in three parts.

In the first part, state specifically what your idea is.

In the second part, provide one or two reasons to support your idea OR describe your idea.

In the last part, bring what you have written to a natural conclusion or a summary.

参考范文	思路点拨
My Idea of a University Arts Festival ① As for me, it's such good news that an arts festival is to be held next semester. ② No doubt, it will enrich our college life greatly. ③ However, as to the contents the arts festival should include, different students have different ideas. ④ From my point of view, there should be English operas composed and acted by the students themselves. ⑤ My reasons can be listed as follows.	**第一段——提出建议：**先阐述艺术节的重要作用，然后指出同学们对艺术节有不同的想法，之后引出自己的建议：艺术节上应当有学生自编自演的英语话剧。最后承上启下，引出下文对理由的阐述。
① For one thing, it can demonstrate students' English abilities. ② After at least six years' English learning, students are in a position to compose and act an English opera. So during the coming arts festival, the operas can display students' efforts put into English learning all through the years. ③ For another, it can stimulate the students who watch the operas	**第二段——说明理由：**列举两个理由支持观点，表明自编自演的英语话剧的益处。理由一：可以展示同学们的英语能力；理由二：可以激发同学们学习英语的兴趣。

as well as the participants to study English with motivation and enthusiasm. ④ They will see the gap of English levels between them and some other participants. Students can gain a lot of fun both through watching and participating. Therefore, English learning becomes an interesting thing. ① In conclusion, English operas have dual benefits to both the participants and the spectators. ② So we are expecting to see the wonderful English operas organized by our students in the coming arts festival and other similar festivals.	**第三段——总结建议：**重申在艺术节上表演学生自编自演的英语话剧是有好处的，也是有必要的，期待着在艺术节上看到学生们的精彩表演。

四、典型作文操练

练习一

SECTION A　COMPOSITION　[35 MIN]

As college students, we spend most time in the dormitory with our roommates. Therefore harmonious relationship is very important. What do you think is the best way to keep a harmonious relationship in dormitory?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Best Way to Keep a Harmonious Relationship in the Dormitory

You are to write in three parts.

In the first part, state what you think is the best way.

In the second part, support your view with one or two reasons.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

练习二

SECTION A　COMPOSITION　[35 MIN]

A survey shows that older people in China are facing two problems: lack of secure income support, and loneliness. 30% of the urban elderly and 60% of the rural ones are supported by their children or other family members. Once losing support from the family, older people face economic difficulties without proper social security system in place. Besides, due to the lack of hobbies and social life, many older people feel lonely and unhappy. What do you think is the best way to take care of seniors?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

How to Care Seniors

You are to write in three parts.

In the first part, state specifically what your idea is.

In the second part, support your idea with details OR describe your idea.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

参考范文

练习一

框架搭建：由标题和命题要求可知，本文应为一篇建议方法类作文，其基本的段落安排如下：第一段表明我对与舍友保持和睦关系的最佳方式的建议；第二段给出理由支持我的建议；第三段总结我的建议。

The Best Way to Keep a Harmonious Relationship in the Dormitory

There is no doubt that it is very important to keep a harmonious relationship with our roommates since we spend most of the time in the dorms as college students. However, as to the best ways to form strong ties with our roommates, different people hold different views. Some insist on increased participation in the group activities. Still others argue for keeping no secrets between each other. In my opinion, enhancing communication is the best way to maintain a good relationship with our roommates.

My suggestion lies in the following two reasons. On the one hand, if we frequently exchange ideas we can know our roommates better in terms of their habits, merits, demerits and so on, so that we can avoid frictions and conflicts with them. For example, one of our roommates is a night owl. We talked with him peacefully rather than quarreled with him, so now he at least makes no stir at bedtime, although he doesn't change his habit of staying up late. On the other hand, the more communication of thought, the more intimacy between the roommates there will be. By sharing happiness and sorrow we get closer to each other.

In a word, strengthening the communication between roommates conduces to a harmonious relationship. I believe that it is the soundest approach to keep us on intimate terms. Therefore, it is high time that we frequently exchange ideas with our roommates.

练习二

框架搭建： 由标题和命题要求可知，本文应为一篇建议方法类作文，其基本的段落安排如下：第一段指出人们关于如何照顾老人的不同看法，引出我的建议；第二段给出理由支持我的建议；第三段总结我的建议。

How to Care Seniors

It is true that older people are badly in need of care. However, when it comes to the ways to look after them, different people hold different views. Some insist on the constant financial support from the family. Still others argue for the establishment of more apartments for the old. In my opinion, the best way to take care of the seniors is the engagement of the whole society.

First of all, the offspring should shoulder most of the responsibilities of attending the elderly. They may have their parents live with them or near them, so that they can keep timely contact with them. What's more, the community should launch more collective activities for the old, such as Taichi in the morning and dance in the evening so that the elderly won't feel lonely or empty. Besides, the society should recruit more volunteers for the seniors, especially for those whose children are frequently absent from them, and redouble its efforts to establish a comprehensive and efficient social security system for the old.

In short, seniors are facing problems that demand a prompt solution. I believe that these problems can be solved only through joint efforts of the whole society. Therefore, I suggest that everyone join in the national drive of caring for seniors.

五、每日佳作赏析

SECTION A　COMPOSITION　[35 MIN]

Nowadays people are becoming increasingly aware of the importance of health. And they have different ways to stay healthy. For example, some exercise every day; others try to keep a balanced diet. What do you think is the best way to stay healthy?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Best Way to Stay Healthy

You are to write in three parts.

In the first part, state what you think is the best way.

In the second part, support your view with one or two reasons.

In the last part, bring what you have written to a natural conclusion or a summary.

参考范文

The Best Way to Stay Healthy

(1) With the improvement of our living standards, people are (2) attaching more and more importance to their health. (3①) However, different people have different opinions about how to stay healthy. For example, (4①) some like to exercise every day; (4②) others turn to health care products. (3②) In my opinion, the best way to stay healthy is to (5①) combine proper physical exercise (5②) with a balanced diet. The reasons can be listed as follows.

(6①) For one thing, physical exercise (7①) not only builds a person's body, (7②) but also helps to reduce his or her unnecessary fat. Indeed, this is very important (8) since the redundancy of fat has been medically proved to be a cause of many diseases, some of (9) which are even fatal.

词句点评

(1) 意为“随着生活水平的改善”，注意 with 的用法。

(2) 意为“更加关注”，比 pay attention to 更能体现语言水平。

(3) 先阐述不同人的观点，再表明我的观点。

(4) some… others… 常用于列举或举例，表示“一些……另一些……”。

(5) 意为“把……和……相结合”。

(6) 阐述两方面的原因，条理清晰。

(7) not only… but (also) 用于连接并列成分，意为“不但……而且……”。

(8) since 常用于表示既定的、已成事实的原因，意为

(6②) For another, a balanced diet can provide a person with the right kind and amount of nutrition (10) required for the operation of our organs. As we know, (11①) a multitude of elements are (12) effective in keeping our body running properly (11②) and a deficiency in any of them will result in some unpredictable diseases, but a balanced diet may prevent this from happening. To sum up, (13①) both physical exercise and a proper diet are essential to health. Therefore, we should not ignore (13②) either of them.	"既然"。 (9) which 引导非限制性定语从句，充当介词 of 宾语。 (10) 过去分词短语充当后置定语。 (11) and 连接的两个并列分句，结构平衡，主语中心词都是由抽象名词构成，用词富于变换。 (12) 意为"在……方面有效"。 (13) both 表示"两者都"，either 表示"两者中任何一个"，用词富于变换。

星期三　指定观点类作文结构

一、什么是指定观点类作文

指定观点类作文是指给出关于某话题的一种明确的观点，要求考生对其进行论证或加以阐述。从历年真题来看，该类作文经常要求论证或阐述某事物的重要性、好处或作用。命题中一般要求考生在第一部分引出需要论证或阐述的观点；在第二部分具体列举理由支持观点或详细阐述该观点；最后在第三部分得出结论、重申观点、总结全文或提出建议。

例（2008 年）

SECTION A　COMPOSITION　[35 MIN]

December 5th is International Volunteers Day. Since 1985, when the United Nations announced the special day, tens of millions of people around the world have volunteered to help those in need. China now has 4.5 million registered volunteers who have provided more than 4.5 billion hours of volunteer work. What can you gain from volunteering?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Benefits of Volunteering *You are to write in three parts.* *In the first part, state specifically what your idea is.* *In the second part, provide one or two reasons to support your idea OR describe your idea.* *In the last part, bring what you have written to a natural conclusion or a summary.*
类型分析：命题中描述了目前志愿者工作的开展情况，要求考生论证志愿者工作的好处，由此可判断本文应为指定观点类作文。

二、结构公式陈列

第一段——提出观点 ① 概括描述观点背景. ② From my point of view/In my opinion，提出观点. ③ The following facts/reasons can support/prove my point of view. / The reasons for my argument can be listed as follows. / The benefits/importance/significance of 主题词 lie(s) in the following aspects.	**第一段——提出观点** 先概括描述观点背景情况，由此引出要论证的观点。最后承上启下，引出下文对观点的论证或具体阐述（本句也可放在下段开头）。
第二段——论述观点 ① Firstly/Above all，理由一. ②进一步阐述理由一. ③ Secondly/Moreover，理由二. ④ 进一步阐述理由二. ⑤ Thirdly/Besides，理由三. ⑥ 进一步阐述理由三.	**第二段——论述观点** 列举两到三点理由支持观点，可通过举例或进一步解释对理由适当展开。理由可能是好处、重要性或作用，具体根据观点内容来定。
第三段——总结观点 ① All the above-mentioned tell us that /It is no doubt that/Judging from the evidence offered，we might safely draw the conclusion that 重申观点. ② 提出建议或注意事项.	**第三段——总结观点** 自然得出结论，重申观点，总结全文。最后还可以提出建议或注意事项。

三、结构公式真题演示

例（2008 年）

SECTION A　COMPOSITION　[35 MIN]

December 5th is International Volunteers Day. Since 1985, when the United Nations announced the special day, tens of millions of people around the world have volunteered to help those in need. China now has 4.5 million registered volunteers who have provided more than 4.5 billion hours of volunteer work. What can you gain from volunteering?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Benefits of Volunteering

You are to write in three parts.

In the first part, state specifically what your idea is.

In the second part, provide one or two reasons to support your idea OR describe your idea.

In the last part, bring what you have written to a natural conclusion or a summary.

参考范文	思路点拨
The Benefits of Volunteering ① Nowadays we can often see various figures of the volunteers. They do their share for our social development and have formed a kind of unique scenery. But there are still some people who do not understand volunteer work and think volunteering is merely a waste of time since the volunteers have no gains with pains. ② However, in my opinion, doing voluntary work is quite rewarding. ③ The following reasons can support my argument.	**第一段——提出观点：**先描述人们对志愿者工作的误解，由此引出我的观点：做志愿者工作很值得。最后承上启下，引出下文对理由的阐述。
① Firstly, we can put into practice what we have learnt before. ② For example, when a foreigner asks us the way, we have the opportunity to verify whether we can express ourselves well in English. ③ Secondly,	**第二段——论述观点：**列举了自愿者的三个好处，证明“志愿者工作是值得的”。好处一：能够将所学的知识应用于实践。好处二：

volunteering can help us broaden our horizons and know more about the society. ④ We spend most time staying in universities and nearly have no idea of what the society is like. By doing volunteer work, we can learn about the society more and accustom ourselves to the outer world more quickly. ⑤ Thirdly, it makes us happy to help others and do our part for our country. ⑥ In this sense, we reap a bountiful spiritual harvest by doing voluntary work.	能够帮助我们开阔眼界、了解社会。好处三：帮助别人让我们感到快乐、获得精神上的满足。
①All mentioned above tell us that voluntary work is not a waste of time. It can reward us more than we have paid. ② Therefore, we should actively participate in the voluntary work for the welfare of the public.	**第三段——总结观点：**重申“志愿者工作是值得的”这一观点，建议大家积极参与到志愿者工作中来。

四、典型作文操练

练习一

SECTION A　COMPOSITION　[35 MIN]

As more and more people focus on health diet, green food has begun to draw more and more attention from the public.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Benefits of Green Food

You are to write in three parts.

In the first part, state specifically what your idea is.

In the second part, provide one or two reasons to support your idea OR describe your idea.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

练习二

SECTION A COMPOSITION [35 MIN]

The so-called self-help traveling means that travelers themselves arrange travel route, travel time, and all the other matters during travel, without any guide and team leader. In recent years, this kind of traveling model has become quite popular among young people.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Benefits of Self-help Traveling

You are to write in three parts.

In the first part, state specifically what your idea is.

In the second part, provide one or two reasons to support your idea OR describe your idea.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

参考范文

练习一

框架搭建： 由标题和命题要求可知，本文应为一篇指定观点类作文，其基本的段落安排如下：第一段描述近年来“绿色食品”的流行情况，表明我的观点：绿色食品有很多好处；第二段具体阐述绿色食品的好处，支持我的观点；第三段重申观点，总结全文。

The Benefits of Green Food

In recent years, the market demand for green food has increased dramatically, and all kinds of green food have emerged in an endless stream. From my point of view, it is because green food has many benefits that traditional ordinary food does not.

The benefits of green food mainly lie in the following two aspects. For one thing, it is healthier and more nutritious. Compared with traditional ordinary food, green food contains more nutrient contents since it comes from natural plants.

For another, green food is free of pollution. Nowadays, many vegetables are polluted in varying degrees because of the usage of agricultural chemicals, while green vegetables do not use these chemicals and so are not polluted, which is very beneficial to people's health.

From the foregoing, we can safely come to the conclusion that green food has many advantages over traditional ordinary food. But it is worth noting that nowadays the market is full of real and fake green food, making many consumers confused. Therefore, the government must strengthen the supervision and administration of green food market.

练习二

框架搭建：由标题和命题要求可知，本文应为一篇指定观点类作文，其基本的段落安排如下：第一段描述大学生热衷于“自助游”的现象，表明我的观点：自助游有很多好处；第二段具体阐述自助游的好处，支持我的观点；第三段重申观点，总结全文。

The Benefits of Self-help Traveling

Nowadays self-help traveling is gaining more and more popularity among young people. According to the survey, over 80% college students prefer self-help traveling to following a tour group. From my point of view, self-help traveling has many benefits compared with package travel.

Firstly, self-help traveling gives travelers more freedom and space. Young people don't like being restricted and want to arrange their travel as they wish. Self-help traveling satisfies their need. Secondly, self-help traveling provides young people with a good chance to improve their adaptability and viability since they have to arrange by themselves many things including accommodation and route. Thirdly, if you choose self-help traveling, you might have the chance to appreciate some amazing scenery that those travelers who follow tour groups might not. Finally, the expenses of self-help traveling are controlled by travelers themselves. It is a good choice for those college students who have no much money. They can save some unnecessary expenses according to their budgets.

Considering the above-mentioned, I think young people should not hesitate to choose self-help travelling since we could benefited a lot from it.

五、每日佳作赏析

SECTION A　COMPOSITION　[35 MIN]

People in modern society live under a lot of pressure, from education, career, or family. So it is important for them to keep a good mood under whatever circumstances.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Importance of Keeping a Good Mood

You are to write in three parts.

In the first part, state specifically what your view is.

In the second part, support your view with one or two reasons.

In the last part, bring what you have written to a natural conclusion or a summary.

参考范文

The Importance of Keeping a Good Mood

The modern society (1) is characterized by rapid pace, and people in such a society have to cope with a lot of pressure from (2①) either outer world (2②) or inner will. Therefore, I believe that (3) it is very important for people to keep a good mood (4) under whatever circumstances.

The (5) significance of keeping a good mood lies in the following aspects. (6①) Above all, a good mood (7①) is helpful to our health. (8) According to the traditional Chinese medicine, (9) a pleasant state of mind can strengthen the physical function and fortify the body against diseases. (6②) Moreover, a good mood (7②) is favorable to our work. We often (10①) hear people complaining their difficulties (10②) or see people frustrated by the difficulties. But if we look the thing on the

词句点评

(1) 意为“以……为特性”。

(2) either… or…用于连接并列成分，意为“或者……或者……”。

(3) 固定句式 It is + *adj.* + (for sb.) + to do sth，使句式更加丰富。

(4) 意为“无论在什么条件下”。

(5) 与前面的 important 同义，用词富于变换。

(6) 陈述了三点理由，条理清晰。

(7) 用不同的短语表达相同的含义，用词富于变换。

(8) 意为“根据”，使论证更加客观，增强说服力。

(9) 与 a good mood 同义，用词富于变换。

bright side and adopt an optimistic attitude towards the difficulties, it might be quite another story. (6③) Besides, a good mood can (7③) help people (11) keep on good terms with others around. (12) Instead, a bad mood is a deadly obstacle in promotion or good work relationship. In conclusion, keeping a good mood is a fundamental factor for anyone who wants to achieve success in life. I hope everyone can face the pressures and difficulties in work and life (13) with a good mood.	(10) or 连接并列结构，都是“感观动词 + 宾语 + 宾补”的结构。 (11) 意为“与……相处得好”。 (12) instead 表转折，意为“相反”。 (13) 介词短语表伴随，注意 with 的用法。

星期四　利弊分析类作文结构

一、什么是利弊分析类作文

利弊分析类作文一般是要求考生针对某一事物或话题的两个方面（如利和弊、好处和害处、优点和缺点）进行分析。命题中一般是要求考生在第一部分描述要论述的中心事物或话题，指出其利弊；在第二部分详细阐述其“利”的一面和“弊”的一面；最后在第三部分得出结论、总结全文或给出建议。

此类作文在近年来的真题中都没有出现过，考生熟悉其写法即可。

例（1995 年）

SECTION A　COMPOSITION　[35 MIN]

Nowadays it has become fashionable for college students to take a part-time job in their spare time. Discuss the advantages and disadvantages of this trend.

You are to write in three parts.

In the first part, state clearly your viewpoint on both the advantages and disadvantages.

In the second part, support your viewpoint with details or examples.

In the last part, bring what you have written to a natural conclusion with a summary or a suggestion.

类型分析：命题中没有指定题目，但明确要求分析兼职工作的利和弊，由此可判断本文应为利弊分析类作文。

二、结构公式陈列

第一段——提出观点 ① 简述要讨论的主题. ② Some people 持肯定态度. ③ However, others 持否定态度. ④ In my opinion/ From my point of view. 主题 has both advantages and disadvantages. /can be beneficial or harmful.	**第一段——提出观点** 先简要描述要讨论的主题，然后指出人们对其利弊的不同看法，之后引出我的看法，即该主题有利有弊。
第二段——分析利弊 ① On the one hand/Admittedly/No doubt, 总体引出对利的阐述. ② Firstly, 具体阐述利一. ③ Secondly, 具体阐述利二. ④ On the other hand/However, 总体引出对弊的阐述. ⑤ For example/The most serious one of them is 具体阐述弊一. ⑥ Besides, 具体阐述弊二.	**第二段——分析利弊** 本段主要是分别对其利和弊进行详细阐述。先阐述其利的一面，然后转折引出其弊的一面。阐述时要注意客观，利和弊所占篇幅不能过于悬殊。
第三段——总结观点 ① Through the above analysis/From the foregoing, we can see clearly that 主题 has positive aspects as well as negative ones. ② 提出建议或希望.	**第三段——总结观点** 自然得出结论，再次强调其利弊。最后提出自己的建议或希望。

三、结构公式真题演示

例（1995 年）

SECTION A　COMPOSITION　[35 MIN]

Nowadays it has become fashionable for college students to take a part-time job in their spare time. Discuss the advantages and disadvantages of this trend.

You are to write in three parts.

In the first part, state clearly your viewpoint on both the advantages and disadvantages.

In the second part, support your viewpoint with details or examples.

In the last part, bring what you have written to a natural conclusion with a summary or a suggestion.

参考范文	思路点拨
The Advantages and Disadvantages of Taking Part-time Jobs ① Nowadays it has become fashionable for college students to take part-time jobs in their spare time. ② Some people think this is a good trend. ③ However, others say taking part-time jobs will influence college students' normal study. ④ From my point of view, taking part-time jobs has advantages as well as disadvantages.	**第一段——提出观点：**先总述做兼职在大学生中很流行，然后指出人们对此有不同的态度，由此引出我的观点：兼职工作有利也有弊。
① No doubt, college students can benefit a lot from doing part-time jobs. ② Firstly, it may relieve the economic burden on their families and help them grow independent. ③ Secondly, college students have an opportunity to display their capabilities and apply what they have learnt to practice. ④ However, taking part-time jobs has negative impacts on college students. ⑤ The most serious one of them is that it may occupy much of the study time and distract their attention. ⑥ Besides, the working environment of some part-time jobs is complex, where young college students might meet ill-intentioned persons or be influenced by unhealthy ways and customs.	**第二段——分析利弊：**先分析兼职工作的利：第一，可以缓解家庭经济负担、增强独立性；第二，可以有机会展示能力、将知识应用于实践。然后转折开始分析兼职工作的弊：第一，可能会占用许多学习时间、分散精力；第二，一些兼职工作的工作环境比较复杂，大学生可能会遇到坏人或受不良风气的影响。
① From the foregoing, we can see clearly that doing part-time jobs has both positive and negative aspects for college students. ② Therefore, I suggest that college students should strike a balance between their studies and part-time jobs.	**第三段——总结观点：**自然得出结论，再次强调兼职工作有利有弊。最后提出建议：大学生应该平衡好兼职工作和学习。

四、典型作文操练

练习一

SECTION A　COMPOSITION　[35 MIN]

In recent years, second-hand goods have become very popular. Every day many people are buying or selling secondhand goods.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Advantages and Disadvantages of Secondhand Goods

You are to write in three parts.

In the first part, state specifically what your idea is.

In the second part, provide one or two reasons to support your idea OR describe your idea.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

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练习二

SECTION A　COMPOSITION　[35 MIN]

In recent years, more and more security cameras are installed in public places. Discuss both the benefits and problems resulting from these cameras.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

On Security Cameras

You are to write in three parts.

In the first part, state clearly your viewpoint on benefits and problems.

In the second part, support your viewpoint with details.

In the last part, bring what you have written to a natural conclusion with a summary or a suggestion.

Marks will be awarded for content, organization, grammar and appropriateness.

Failure to follow the instructions may result in a loss of marks.

参考范文

练习一

框架搭建： 由标题和命题要求可知，本文应为一篇利弊分析类作文，其基本的段落安排如下：第一段描述目前二手货的交易现状，表明我的看法：购买二手货有利有弊；第二段具体阐述二手货的利和弊；第三段重申观点，总结全文。

The Advantages and Disadvantages of Secondhand Goods

In recent years, second-hand transactions have become quite common. There are more and more secondhand goods in the market, such as secondhand books, furniture, appliances, cars and so on. From my point of view, it has both advantages and disadvantages to buy secondhand goods. The following reasons can account for my argument.

On the one hand, secondhand goods are cheaper than new ones. This enables those people who do not have much money to buy the things they want. Moreover, secondhand goods transactions make it possible for people to make good use of the goods which may otherwise be useless. Besides, the Internet provides a more convenient and quicker transaction platform for secondhand goods. On the other hand, there are also some problems in secondhand goods transactions. Firstly, the quality of secondhand goods can not be guaranteed and you can not enjoy the after sales service. Secondly, secondhand goods market lacks enough supervision and management, and there exist many dishonest business activities.

In conclusion, I think secondhand goods transaction is a good trading way, but it needs further perfection of the rules.

练习二

框架搭建： 由标题和命题要求可知，本文应为一篇利弊分析类作文，其基本的段落安排如下：第一段指出在公共场所安装监控摄像有好处同时也带来了种种问题；第二段具体阐述好处所在及问题所在；第三段进行总结并提出建议。

On Security Cameras

In recent years, more and more security cameras are installed in public places. Some people are in favor of the installation while others are against it. As far as I am concerned, there are both benefits and problems brought by these cameras.

On the one hand, cameras installed in public places contribute to public order. Firstly, the public places are the hotbeds of various crimes, especially of stealing and robbery. With the surveillance cameras in place, the criminals restrain themselves from vices more or less because once they commit crimes, the public security organs can obtain on-spot clues from the video data. Secondly, security cameras in public help establish a good image of the city. With the aid of these cameras, the urban management officers can finally end the cat-and-mouse game with the street vendors who set up stands here and there, which will help project an orderly new image of the city. On the other hand, the individual privacy may be invaded if people's behaviors are monitored. After all, there are no strict rules in our country as to who to take charge of surveillance cameras and how to deal with the data.

Therefore, it is quite clear that installing security cameras in public has merits as well as demerits. Taking both of them into account, I suggest that strict measures should be taken by the supervision department to ensure that security cameras will not be misused or abused.

五、每日佳作赏析

SECTION A COMPOSITION [35 MIN]

Nowadays there are various recreational activities in people's daily life. Discuss the advantages and disadvantages of recreational activities.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Advantages and Disadvantages of Recreational Activities

You are to write in three parts.

In the first part, state clearly your viewpoint on both the advantages and disadvantages.

In the second part, support your viewpoint with details or examples.

In the last part, bring what you have written to a natural conclusion with a summary or a suggestion.

参考范文	词句点评
The Advantages and Disadvantages of Recreational Activities Nowadays there are various recreational activities (1) such as movies, concerts, sports games, which are playing a very important role in people's life. However, people have different opinions about their advantages and disadvantages. From my point of view, recreational activities (2①) have both positive and negative aspects. (3) It is no doubt that these activities bring many benefits to us. (4①) Above all, they can greatly (5) relieve the tension and discomfort in our life and work. When we feel tired and boring, proper recreation can bring us a good mood. (4②) Moreover, many recreational activities help build our body and develop our thoughts. (6) However, sometimes recreational activities are also harmful. (7) For example, some people may spend too much time on singing, dancing or games (8) so as to (9) fail to concentrate on their studies or work. Besides, some entertainment places have very complex environment, (10) under which some people, especially young college students, might be influenced by some unhealthy thoughts. (11) Through the above analysis, we can see clearly that attending recreational activities (2②) has the advantages as well as the disadvantages. Therefore I (12①) suggest that recreational activities (12②) should be done within a certain limit. (13) Otherwise, they might influence our studies.	(1) 插入语，把主语和谓语隔开。such as 表示列举。 (2) 不同的短语表达同样的含义，用词富于变换。 (3) 意为“毫无疑问”。 (4) 列举两点好处，条理清晰。 (5) 意为“缓解紧张和不适”。 (6) 转折，引出对害处的阐述。 (7) 举例，对害处进行具体阐述。 (8) 意为“以至于”，表示结果。 (9) 意为“没能”，肯定短语表达否定含义，用词丰富。 (10) which 引导非限制性定语从句，充当介词 under 的宾语。 (11) 得出结论常用句式。 (12) suggest 后的宾语从句用虚拟语气，should 可省。 (13) otherwise 相当于一个虚拟条件句，后面句子用了虚拟。

星期五　一周复习效果检验

Test 1

SECTION A　COMPOSITION　[35 MIN]

Plastic bags, as the main source of white pollution, have brought great damage to our environment. Nowadays, in some cities, supermarkets, department stores and shops are forbidden to offer plastic bags for free. People have different attitudes towards this phenomenon. What's your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

My View on Restricting the Use of Plastic Bags

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

Test 2

SECTION A　COMPOSITION　[35 MIN]

Nowadays, many companies require their employees to wear a uniform at work. Discuss the advantages and the disadvantages.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Advantages and Disadvantages of Wearing Uniforms at Work

You are to write in three parts.

In the first part, state clearly your viewpoint on both the advantages and disadvantages.

In the second part, support your viewpoint with details.

In the last part, bring what you have written to a natural conclusion with a

summary or a suggestion.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

Test 3

SECTION A　COMPOSITION　[35 MIN]

Nowadays, some professors spend much time on their scientific research but ignore their teaching. This phenomenon has caused many debates. What's your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

What Is the Main Task of a University Professor?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

Test 4

SECTION A　COMPOSITION　[35 MIN]

In recent years, with the popularization of the Internet, there are more and more people who have begun to look for jobs by the Internet.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Benefits of Hunting for Jobs on the Internet

You are to write in three parts.

In the first part, state specifically what your idea is.

In the second part, provide one or two reasons to support your idea OR describe your idea.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

Test 5

SECTION A COMPOSITION [35 MIN]

Nowadays, to build a harmonious society has become a hot topic. Give your suggestions on how to build a harmonious society.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

My Suggestions on How to Build a Harmonious Society

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide details to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

Test 6

SECTION A COMPOSITION [35 MIN]

Nowadays, more and more private schools are set up, and many parents send their children to these schools. What are the benefits of these private schools?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Advantages of Private Schools

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a

summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

Test 7

SECTION A　COMPOSTTION　[35 MIN]

Recently some college students have begun to do their businesses on campus, such as selling cosmetics, selling stationery, and even some students have started a store. Some regard it a good way to increase social experience at the same time making money. But others don't think so. What is your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words the following topic:

Should College Students Do Businesson Campus?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or make a summary.

Marks will be awarded for content, organization, language and appropriateness. Failure to follow the instructions may result in a loss of marks.

Test 8

SECTION A　COMPOSITION　[35 MIN]

Nowadays many parents take on almost everything and make almost all decisions for their children. This leads to today's young people's serious lack in independence. Have your parents ever had such problems? And what do you think parents should do to help children develop independence?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

How to Help Children to Be Independent

You are to write in three parts.

In the first part, state your idea on those parents who like to do everything for

children.

In the second part, give your suggestions to parents on how to help children develop independence.

In the last part, bring what you have written to a natural conclusion or make a summary.

Marks will be awarded for content, organization, language and appropriateness. Failure to follow the instructions may result in a loss of marks.

参考范文

Test 1

框架搭建： 由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段指出人们对于“塑料袋收费”的措施看法不同，然后表明我的观点；第二段给出理由论证我的观点；第三段自然得出结论，总结观点。

My View on Restricting the Use of Plastic Bags

Recently, to restrict the use of plastic bags, in some big cities, the government has banned all supermarkets, department stores and shops from offering plastic bags for free, which have draw wide attention. Some people object to this measure. They say charging for plastic bags increase consumers' burden. The need for plastic bags will not become small in a short time, so it will not work in improving the environment. However, I don't think so and I believe it is a wise measure to charge for plastic bags. My reasons can be listed as follows.

Firstly, charging for plastic bags will to some extent force people to reduce using plastic bags. More people will prefer to use paper or cloth bags, which will help reduce pollution and improve our environment. Secondly, this measure can help awaken the whole nation to the importance of environmental protection. More people will realize how important their daily behaviors are to the improvement of our environment, and they will behave more friendly to the environment by not using plastic bags.

From the foregoing, we can safely come to the conclusion that the ban on free plastic bags is a very good measure to reduce pollution. I suggest that the government should make more similar measures friendly to the environment.

Test 2

框架搭建：由标题和命题要求可知，本文应为一篇利弊分析类作文，其基本的段落安排如下：第一段表明我的观点：穿工作服有利有弊；第二段具体阐述穿工作服的利和弊；第三段重申观点，总结全文。

The Advantages and Disadvantages of Wearing Uniforms at Work

Nowadays, many companies require their employees to wear uniforms at work. Some people are in favor of this requirement while others take an opposite attitude. As far as I'm concerned, there are both advantages and disadvantages to wear uniforms during working hours.

On the one hand, wearing uniforms is beneficial to the companies as well as the employees. Firstly, the uniform conveys a company's brand identity visually and serves as a form of advertising. Secondly, wearing uniforms is an effective way to save time and money, especially for the female employees. As we all know, women tend to be particular about their clothes and they would spend plenty of time and money on their clothes if they are not compelled to wear uniforms. On the other hand, wearing uniforms denies employees' right to individuality because the uniforms are usually characterized by dull color, tasteless design and non-customized size. For example, many waitresses' uniforms that are not cut according to their measurements obscure their slender figures and make them look bulky. Therefore, it is quite clear that wearing uniforms at work has merits as well as demerits just as every coin has two sides.

Taking both of them into account, I suggest that the companies should offer uniforms catering for the taste of most employees.

Test 3

框架搭建：由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段指出很多教授忙于搞研究而忽略教学的现象，引出人们对此现象的不同观点，然后表明我的观点；第二段给出理由论证我的观点；第三段自然得出结论，总结观点。

What Is the Main Task of a University Professor?

Nowadays, some professors spend so much time on their scientific research projects and thesis composing that they have little time to think about how to teach their students. This phenomenon has caused a heated debate. Some people think these professors are straying from their main task, while others don't agree this argument. Weighing up the pros and cons, I prefer to the latter one.

My view is mainly based on the following reasons. For one thing, I think university professors are the main force of scientific research work. Had it not been these intellectuals, many advanced technologies could not have been developed. For another, scientific research work and teaching work are not conflicting with each other. Instead, they complement each other. Working on scientific research can help a professor improve his professional ability, which in turn is favorable to his teaching.

From the above-mentioned, we can safely come to the conclusion that the professors in the universities should be encouraged to make scientific research. But it is worth noting that some professors are so indulged in their scientific research projects for fame or higher position as to ignore their teaching. These professors have to be reminded to make self-examination on their behaviors.

Test 4

框架搭建： 由标题和命题要求可知，本文应为一篇指定观点类作文，其基本的段落安排如下：第一段描述大学生网络求职的现状，表明我的看法：网络求职有很多好处；第二段具体阐述网络求职的主要好处；第三段重申观点，总结全文。

The Benefits of Hunting for Jobs on the Internet

Recently there's been a wave of hunting for jobs on the Internet. Instead of looking for a job in a personnel market or by the ads on newspapers and magazines, more and more job hunters tend to look for a job on the Internet. From my point of view, it has many benefits.

On the one hand, it's very convenient to look for a job by the Internet. A job seeker can send his or her resume and application letter by the Internet even in the dormitory. What's more, the Internet provides a large quantity of open recruiting information. Job hunters can learn job information almost in any place without bothering to go there. Besides, it is a quite fair job-hunting way, for everyone can utilize this modern means to win his or her opportunity.

Considering the above-mentioned, I can safely come to the conclusion that this way of hunting for jobs will win favor among more and more job hunters in China. But it is worth noting that some criminals issue much false recruiting information on the Internet to cheat job hunters. Therefore, when hunting for jobs on the Internet, we should try to visit those big job websites and keep alert and cautious at any time.

Test 5

框架搭建： 由标题和命题要求可知，本文应为一篇建议方法类作文，其基本的段落安排如下：第一段指出创建“和谐社会”目标的重要性；第二段具体阐述我关于如何实现这个目标的建议；第三段总结我的建议。

Harmonious Society

The goal of building a harmonious society has aroused great concern. From my point of view, a harmonious society means individuals, families, ethnic groups get on well with each other and live harmoniously together. It also means that human beings live harmoniously with nature. The realization of this goal is of great significance to every one of us.

The following are my suggestions on how to build a harmonious society. Firstly, governments at all levels should try their best to deal with the issues concerning people's fundamental interests such as employment, housing and social security. Secondly, rural and urban community construction and management should be pushed forward through scientific, democratic and legal means. Lastly, as a member of this society, everyone should learn to be kind and tolerant to others, as well as treat the environment and nature friendly. Smile to others; others will smile to you. Treat the nature well; the nature will give back more to you.

To conclude, it is our responsibility to contribute to building a harmonious society. Not only should we learn to get along well with others and nature, but also we should try to help the public to know better the idea of building a harmonious society, making more people take part in it.

Test 6

框架搭建： 由标题和命题要求可知，本文应为一篇指定观点类作文，其基本的段落安排如下：第一段明确自己的观点，即私立学校较公立学校有更多优势；第二段给出理由支持我的观点；第三段重申观点，总结全文。

The Advantages of Private Schools

A recent survey shows that an increasing number of parents would like to send their children to private schools instead of public schools. They hold that private schools perform better in cultivating children. I can't agree with them more. In my opinion, private schools have many advantages over public schools.

The advantages of private schools mainly lie in the following aspects. Firstly,

in most cases, teachers of private schools are more qualified. They are more patient and have more creative ideas to stimulate children's interests in studies. Secondly, private schools have high-level teaching facilities. With the first-class equipment such as advanced teaching system and libraries, students have more access to extracurricular knowledge. Thirdly, classes in private schools are smaller than those in public schools. Therefore, children are more likely to be given equal attention and care, which will help them grow up confidently and healthily.

From the foregoing, we can safely come to the conclusion that private schools provide more opportunities for students. Therefore, I suggest that parents should send their children to private schools if the conditions permit.

Test 7

框架搭建：由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段描述大学生在校园里做生意的现象，引出关于这一现象的争议，然后表明我的观点；第二段给出一至两点理由支持我的观点；第三段自然得出结论，总结全文，给出建议。

Should College Students Do Business on Campus?

Nowadays there are some college students with business sense who have started their own businesses on campus, like a grocery store or a duplicating shop. On this kind of phenomenon different people have different opinions. In my opinion, this practice should be allowed and supported.

The following two reasons can account for my opinion. Firstly, the students can earn money to ease the burden of their families, and they would understand their parents more by experiencing the hardship of making money. Secondly, doing businesses is a very beneficial practicing activity, in the process of which, the students can get practical experience and skills beyond the book knowledge, especially those majoring in economics and relevant areas.

From the above-mentioned, I can draw a conclusion that college students can benefit a lot from the practice of doing businesses. But it is worth noting that we shouldn't spend too much time and energy on businesses soas toignore our study. Besides, we should try to avoid disturbing other students and ensure the harmony in the dormitory.

Test 8

框架搭建： 由标题和命题要求可知，本文应为一篇建议方法类作文，其基本的段落安排如下：第一段表明自己对“包办”家长的看法，强调独立能力的重要性；第二段给家长提出几点建议，指出应该如何帮助孩子学会独立；第三段可对所给建议进行总结，或提出希望。

How to Help Children to Be Independent

Today's parents tend to want to give their children the best life and the shortest path to success. So they often deprive of the chances of children todo things or make decisions independently. Though they mostly do this out of love, I have to say, it doesn't do any good to children but make them too much dependent. In fact, independent ability is an indispensable ability in today's competitive society and should be developed at an early age.

I have some suggestions to parents on how to help children develop independent ability. Firstly, parents should give children chances to make their own decisions at their early age, especially on their study and social contact, which is a necessary step to be independent. Secondly, parents should encourage children to work out a problem by themselves. If children meet the problem and confusion, parents may teach them methods, and should not always solve it for them. Thirdly, to give children responsibility is helpful. Parents should let children understand they should become givers to the family and the society but not only takers.

In summary, to grow to be independent is the natural way one has to go through. Therefore, I do hope parents can benefit from the suggestions mentioned above and help their children become a self-reliable person.

第二周

短文写作之亮点篇

——灵活变换句式，瞄准用词亮点，突破14分

本周的主要任务是学会灵活运用各种句式，学会地道准确遣词用语，让自己的作文变得丰富多彩、亮点频出，不知不觉间突破14分。

星期一　把握组句技巧和用词原则

一篇文章要有合理的组织结构以外，更重要的是要有合理、多变的句式和规范、准确的用词，遣词造句能力是能够体现学生语言功底的基本技能，是考生能够写出高质量文章的保证。

一、组句技巧

1 句子应紧凑连贯

句子中各成分之间要衔接紧密、连贯并富有条理。我们既可以通过关联词语引导从句或并列句来体现句子的内部关系，也可适当使用分词结构和一些独立的短语或是插入语成分来代替从句。此外，句子之间还要注意指代、时态、语态、人称和数等方面的连贯和一致。

如：原句：Teenagers are pressured by school work and they are also encouraged by their peers, and under these, they resort to smoking, and sometimes they fell a little guilty.

优化：**Pressured** by school work **and encouraged** by their peers, teenagers often

resort to smoking, **though** they feel a little guilty sometimes.（优化后的句子结构紧凑、意思连贯）

原句：The following ways can be adopted to improve **our** study efficiency. First, **you** should make a detailed study plan.

优化：The following ways can be adopted to improve **our** study efficiency. First, **we** should make a detailed study plan.（改成 we 后与前面的 our 在人称上做到一致）

2 句式上应有变化

一篇文章要使人觉得内容丰富、语言生动，就应该重视句式的变化，如主动句和被动句搭配使用、适当穿插倒装句和强调句等特殊句式。另外，不要一味地使用常见的“主语＋谓语”的开头方式，可以适当搭配以分词、副词等开头的句式。

如：原句：They say that people obtain most of their knowledge through reading extensively.

优化：They say that **it is** through reading extensively **that** people obtain most of their knowledge.（优化成强调句）

原句：The competition is becoming increasingly fierce, so it is more difficult to find a job than before.

优化：**With the competition becoming increasingly fierce**, it is more difficult to find a job than before.（介词短语开头）

3 句子表达要简洁

造句时，要注意避免赘言重复。只要意思表达清楚，多余的词语就没有必要了。有的考生有时纯粹为了凑字数，加上了一些不必要的成分，而导致语义含混不清、啰唆冗长。

如：原句：I think *Gone with the Wind* is one of those good films which I enjoyed watching very much.

优化：*Gone with the Wind* is a film I enjoyed very much. /I enjoyed the film *Gone with the Wind* very much.（将多余的成分去掉后，句子表达更加简洁）

4 长句短句要结合

在写作中，一味地采用长句或短句都是不可取的，要将简单句和带有衔接词的复杂句交替使用，这样才能够使文章句式丰富、富有节奏感。

5 少用问句、尽量不用感叹句和祈使句

有些考生喜欢开篇问一连串的问题，想以此引起阅卷老师的注意。一般来讲，一篇作文中可以偶尔出现一两个问句，太多则会适得其反。

感叹句和祈使句，多用于口语之中，不太适宜在四级的书面写作中出现。尽管在抒发感情和发出呼吁时也可以使用，但多数考生对这两种句式的把握能力不够，因此我们建议考生尽量不要使用。

二、用词原则

1 用词要简洁

能一个词表达清楚的意思，就不要加上多余的成分，另外还要注意不要造成意义上的重复累赘。

如：原句：What you have done is **illegal under the law**.

优化：What you have done is **illegal**.

2 用词要多样

注意不要一味重复地使用某个词汇，可适当转换成同义词或短语。也不要一味地使用同一种词性，要学会使用不用的词性。

如：原句：This can definitely **make them work more enthusiastically**.

优化：This can definitely **stimulate their working enthusiasm**.

3 多用朴素、易懂的词

对考生来说，生僻或华丽的辞藻驾驭起来比较难，很容易使用不当，很多时候不但不能给文章增色，反而可能会使阅卷老师困惑，起到负面作用。因此，我们建议考生在写作时尽量选用自己熟悉的词语。

如：原句：Parents in China always have **altercations** about their children's education.

优化：Parents in China always have **quarrels** about their children's education.

4 多用具体的词

如果词的概括性太强，往往让人觉得抽象、笼统，会给人造成模糊不清的感觉，而词义比较具体的词会使表达更加准确、生动。

如：原句：Some people like to **read the newspaper very quickly** and try to find

some interesting stories.

优化：Some people like to **flip through the newspaper** and try to find some interesting stories.

5 注意使用限定词

在写作时适当使用限定词来修饰，可以使论述更加客观、适度，避免观点的绝对化。

如：**In general**, young people seem more prone to job-hopping.

Nowadays the increasingly severe employment situation is **perhaps** the biggest challenge facing college students.

三、典型真题词句点评

例（2006 年）

SECTION　COMPOSITION　　**[35 MIN]**

Recently a Beijing information company did a survey of student life among more than 700 students in Beijing, Guangzhou, Xi'an, Chengdu, Shanghai, Wuhan, Nanjing and Shenyang. The results have shown that 67 percent of students think that saving money is a good habit while the rest believe that using tomorrow's money today is better. What do you think?

Write on ANSWER SHEET THREE a composition of about 200 words.

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, support your opinion with appropriate details.

In the last part, bring what you have written to a natural conclusion or a summary.

You should supply an appropriate title for your composition.

参考范文	词句点评
Is Saving Money a Good Habit? （1）When it comes to saving money, there is no complete agreement among college students.（2①）Some students think that saving money is a good habit,（2②）while others say that using tomorrow's	**1. 句式上**：本文长短句搭配合理、句式富于变化、句子之间和句子内部紧凑连贯、句子表达简洁明快。 **2. 用词上**：本文用词简洁具体、富于变化、词性多样，体现出

money today is better. (3) Weighing the pros and cons, I think, college students should form the good habit of saving money.

(4) My reasons can be listed as follows. (5①) Firstly, at present, our main financial resource is from our parents. (6) Now that we are the consumers (7) rather than the producers, we should understand (8①) how to use the money reasonably. Otherwise, we can't (9) support ourselves today and tomorrow. (5②) Secondly, thrift is the virtue of our country, (10) which has its own advantages. If one doesn't know (8②) how to use his money today, he will not know (8③) how to earn money tomorrow. (11) That's to say, today's habit decides tomorrow's life. If today you have (12) used up your tomorrow's money, then (13) what should you do tomorrow?

(14) Considering the above-mentioned, we can safely draw the conclusion that saving money is a good habit (15①) not only during our college time (15②) but also after we begin to work.

较强的语言驾驭能力。

(1) 用于引出有争议的话题时常用的句式。
(2) 用于提出两种对立观点时常用的句式。
(3) 意为"权衡利弊"，用于引出自己的观点。
(4) 总体引出理由时常用句式。
(5) 从两方面阐述自己的理由，条理清晰。
(6) now that 引导原因状语从句，意为"既然"，用法和含义同 since。
(7) rather than 用来连接并列成分，意为"而不是"。
(8) "疑问词＋不定式"做宾语，注意借鉴。
(9) 意为"养活自己"，反身代词使用恰当。
(10) which 引导非限制性定语从句。
(11) 意为"也就是说"，用于解释说明。
(12) 意为"用光"，短语使用恰当。
(13) 反问句结尾，增加气势。
(14) 得出结论常用句式。
(15) not only… but (also) 用于连接并列成分，意为"不但……而且"。

四、典型作文操练

练习一

SECTION A　COMPOSITION　[35 MIN]

Recently, the compiling group of the Chinese textbooks has made a decision that

some parts of a martial arts novel be selected as one of the texts. Some people think that it is a good idea, while others don't think so. What's your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Is It Good to Include Martial Arts Novels in the Textbooks?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

练习二

SECTION A　COMPOSITION　[35 MIN]

In order to relieve the burden of students in primary and high schools, the Ministry of Education has decided to force the schools to close on weekends. But many parents have employed private tutors for their children. What's your opinion about this phenomenon?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Is This the Way to Relieve the Burden of Students?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

参考范文

练习一

框架搭建： 由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段指出有些学校课本中选用武侠小说这一现象，引出人们对其的不同看法，然后表明我的观点；第二段给出理由论证我的观点；第三段自然得出结论，总结观点。

Is It Good to Include Martial Arts Novels in the Textbooks?

Recently, some parts of a martial arts novel have been selected as one of the texts. This phenomenon has sparked off a heated debate. Some people think that it is a good idea, while others strongly object to it. In my opinion, it is not reasonable to select the text from a marital arts novel. My reasons can be listed as follows.

For one thing, it will do no good to students because these novels sing the praises for nothing but fighting and revenge. The main theme of these novels is revenge. And it seems that the characters needn't make a living and that they are fighting with each other almost every day. Young students couldn't learn right values from them. For another, there are all kinds of factions in the novels. Students who have not established their values and outlook of life will be affected by these ideas.

Considering the above-mentioned, we can safely draw the conclusion that it is not a good thing to include martial arts novels in the textbooks. Therefore, I suggest that these novels should be removed from the textbooks and that other good materials should be selected to instruct the students to form a correct outlook of life.

练习二

框架搭建： 由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段指出家长给孩子请家教的现象，引出人们的争议，然后表明我的观点；第二段给出理由论证我的观点；第三段自然得出结论，总结观点。

Is This the Way to Relieve the Burden of Students

In order to relieve the burden of students in primary and high schools, the Ministry of Education has decided to force schools to close on weekends. But contrary to the good intention, many parents have employed private tutors for their children. This behavior has aroused heated discussion. Some people criticize these parents severely, while others stand by these parents. Weighing up the pros and cons,

I am inclined to the former one. My reasons can be listed as follows.

For one thing, I think excessive pressure will hurt children both physically and mentally. It is to relieve students' burden that schools are required to stop classes. However, private tutors put great pressure on them. Too heavy burden is certainly unfavorable to children's healthy growth. For another, learning is not the only thing for a student. If a student devotes all his time and energy to their academic work, he couldn't develop their manifold abilities to meet the challenges in their future jobs.

From the foregoing, I can safely draw the conclusion that it is inadvisable for parents to employ family tutors for their children. I suggest, instead of placing a lot of pressure on the children, parents and teachers should make sure that the children make the best use of class time, leaving more free time for them to go in for other activities.

五、每日佳作赏析

SECTION　COMPOSITION　[35 MIN]

Travel has become part of our life. And more and more of us have come to know the significance of travel through our own experience.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Travel Broadens the Mind

You are to write in three parts.

In the first part, state what the topic actually means to you.

In the second part, give one or two examples to illustrate your ideas.

In the last part, bring what you have written to a natural conclusion or a summary.

参考范文	词句点评
Travel Broadens the Mind (1①) With the growth of our country's economy (1②) and the improvement of our life, more and more people have enough money to travel abroad or at home. In fact, (2) as an integral part of our life, travel broadens our	(1) with 引出的短语做伴随状语，意为“随着”；后面跟了两个抽象名词短语，使用恰当。 (2) as 意为“作为”，介词短语开头，丰富句式。

minds (3) in that it (4) enlarges our knowledge of both geography and culture. (5) Take my own experience as an example. Two years ago, I visited Xi'an, which is an ancient city (6) of rich cultural inheritance. There are a lot of places of interest there, (7) such as the old city walls, the tomb of the Emperor Qin and so on. (8) It seems that everything there tells the stories and history of the ancient China. In this way, I have gained the knowledge of geography, history and culture, (9) which is (10) more vivid and impressive than (11) what is learned in class. (12) For another example, our teacher extensive reading is a very humorous and (13) knowledgeable person. Almost every class, he draws out many interesting and meaningful stories or background information (14) involving the texts. (15) It is said that most of his knowledge is from his frequent traveling. In conclusion, we can reap a lot of benefits from travel because it opens our minds. (16) Please remember: going on travels is like reading books.	(3) in that 引导原因状语从句，强调原因在于……方面。 (4) 意为“开阔视野，扩大知识面”，动宾搭配恰当。 (5) 举例常用短语，单独成句，意为“以……为例”。 (6) 介词短语充当后置定语，意为“有着丰富文化遗产的”。 (7) such as 表列举，常与 and so on 连用。 (8) 固定句式，意为“似乎，好像”，其中 it 为形式主语，that 从句为真正的主语。 (9) which 引导非限制性定语从句。 (10) 比较结构使用恰当。 (11) what 引导宾语从句，在从句中充当主语。 (12) 举第二个例子时常用短语。 (13) 形容词，意为“知识渊博的，有见识的”，用词生动准确。 (14) 现在分词短语做后置定语，修饰前面 or 连接的名词短语。 (15) 固定句式，意为“据说”。 (16) 结尾引用谚语，增加亮点。

星期二　如何制造亮点句式

不同的思想内容当然应该用不同的句式来表达，而同一思想内容也可以用不同的句式来表达。句式不同，表达的效果就不同。一篇文章中如果反复使用

同一句式，就会显得单调无味、毫无生气，因此写作时一定要注意句式的变换，避免单一重复。

一、长句短句搭配使用

在实际写作中，一味地采用长句或短句都是不可取的，要长短句交替使用。英语的句子主要可分为简单句、并列句和复合句三种。一般来说，写作中是以简单句为基础，适当配以并列句和复合句。简单句也是可长可短，一般会加些附属成分，如分词短语、不定式短语、介词短语和副词短语等。

1 长句的用法

长句含有许多修饰语，适合表达准确而复杂的思想，解释观点或理论，描写细致的事物。写作时，考生要注意前后句子之间是否存在联系，善于发现各简单句之间的关联，用恰当的连接词将简单句连接起来，组成准确地道的复杂长句，增加文章的气势。

如：原句：Lies do harm to those who are being told. Lies also do harm to those who tell them.

优化：Lies **not only** do harm to those who are being told，**but also** do harm to those who tell them.

原句：Natural resources are very limited. They will be exhausted in the near future. It is not true. But it becomes a major concern around the world. This is a widely accepted fact.

优化：**It is widely accepted fact that** there is a major concern around the world **for the exhaustion** of limited natural resources in the near future，**though** it is unlikely to be true.

2 短句的用法

长句固然能表达出复杂而缜密的思想，但如果片面追求复杂句式，华而不实，反而成为表达的累赘。因此，写作中句子的长短应根据表达的需要，有话则长，无话则短。

短句比较简洁、明快、有力，适合陈述重要的事实或想法。短句不仅指句子长度较短，也指句子结构精炼。

如：原句：Many automobile parts that are made of plastics and other synthetic materials do not last long.

优化：Many automobile parts **made of** plastics and other synthetic materials do

not last long.

原句：He didn't have enough experience, which is the reason why he didn't do the work well.

优化：He didn't do the work well **for lack of experience**.

二、倒装句和强调句适当穿插

1 什么是倒装句

句子成分在句子中都有一定的位置，但有时可以把某些句子成分前后倒置，以达到突出强调的作用。英语中倒装主要有两种：全部倒装和部分倒装。

全部倒装是指主语和谓语完全倒置，常用于记叙或描写。

部分倒装是指只将助动词提到主语前面，而主要动词仍然保留在原来的位置上，常用于议论或说明。

如：原句：By reading widely, one can really make remarkable achievements in his study.

优化：**Only by reading widely can he** really make remarkable achievements in his study.

2 什么是强调句

写作中，常使用强调句来达到突出重点的目的。强调句的基本结构是：It is（was）+被强调的部分+that（who）+句子其他成分。

如：原句：Not how much you read but what you read really matters.

优化：**It is** not how much you read but what you read **that** really matters.

三、学会运用插入语

插入语是一种独立成分，通常与句中其他成分没有语法上的关系，将它删掉之后，句子结构仍然完整。插入语大都是对一句话进行附加说明或解释，通常由一个词、一个短语或一个句子构成，常置于句首、句中或句末，一般用逗号或破折号与句子隔开。插入语有时表达说话者的态度和看法，有时起强调的作用，有时是为了引起对方的注意，有时起转移话题或说明事由的作用，有时还可以承上启下，使句子衔接得更紧密。

写作中常用到的插入语包括：

副词和副词短语：indeed（的确），surely（无疑），however（然而），frankly（坦率地说），obviously（显然），naturally（自然地），luckily/happily for sb.（算某人幸运），fortunately（幸好），strangely（奇怪），briefly（简单地说），personally（依个人之见）。

形容词或形容词短语：true（真的），funny（真可笑），needless to say（不用说），most important of all（最为重要），worse still（更糟糕的），even better（更好）。

介词短语：in conclusion（总之），in a word（简而言之），in short/in brief（简而言之），in general（一般说来），in a sense（在某种意义上），in one's view（在某人看来），in one's opinion（按照某人的看法），in fact（事实上），at first（首先），in addition（此外），of course（当然），to one's surprise（使某人惊奇的是），to one's regret（使某人遗憾的是），for example（例如），on the contrary（相反），in other words（换句话说），on the other hand（然而）。

分词短语：strictly speaking（严格地说），considering/taking… into consideration（考虑到，鉴于），judging from（根据……判断）。

不定式短语：to be sure（无疑），to sum up（概括地说），to tell the truth（说实话），to be frank/to be honest（说实在的，老实地说），to make matters worse（更糟的是），to start with/to begin with（首先，第一）。

简短的句子：I am sure（我可以肯定地说），I believe/think（我相信），do you know（你知道吗），you see（你明白），I'm afraid（恐怕），it is said（据说），I suppose（我想），what's more（而且），what's worse（更糟糕的是），that is to say（也就是说），what is important（重要的是）。

如：原句：I think that computer games can also do some good to young people.

优化：Computer games，**in my opinion**，can also do some good to young people.

原句：The above-mentioned show that it is no doubt that college students should often attend sports activities.

优化：**Considering the above-mentioned**，it is no doubt that college students should often attend sports activities.

四、学会使用平行结构

平行结构指的是将结构相同或相似、意义并重、语气一致的语言成分并行排列的一种修辞手法。这种结构层次清晰、语意顺畅，能够起到加强语气、增

强表达效果的作用。

如：原句：This phenomenon, in my opinion, has upgraded the quality of people's life. And it has also improved the valve of consumption of our modern society.

优化：This phenomenon, in my opinion, has **not only** upgraded the quality of people's life **but also** improved the valve of consumption of our modern society.

原句：Many people get up early to jog along country lanes, or in order to observe the wonder of nature. And some also just watch the sun rise.

优化：Many people get up early **to jog** along country lanes, **to observe** the wonder of nature, **or just to watch** the sun rise.

五、非谓语动词短语和从句适当变换

非谓语动词包括：动词不定式、动名词、现在分词和过去分词。有时候，我们可以适当使用非谓语动词短语代替从句，这样就能够在有限的空间内容纳更多的信息，使句子结构紧凑、逻辑严谨。

如：原句：It must be realized that people should be cautious when they decide which books they should choose to read since if they read bad books, it will be time-wasting and harmful.

优化：It must be realized that people should be cautious **when deciding which books to read** since **reading bad books** is time-wasting and harmful.

如：原句：Because one of my parents is laid off, my family can't possibly afford all my expenses at college.

优化：**With one of my parents being laid off**, my family can't possibly afford all my expenses at college.

六、恰当点缀谚语格言

如果能在作文中恰当地引用一两句谚语格言，将会增加作文的表现力，展示出作者的语言功底，有助于获得阅卷老师的青睐。但需要注意的是，不要引用过于生僻或自己不太熟悉的谚语格言，否则引用不当，反而会适得其反。另外，谚语格言并不是越多越好，一般来说，一篇作文引用一句就可以了，最多不要超过两句。

如：原句：Doing part-time jobs has its disadvantages.

优化：**Every coin has two sides**. So does doing part-time jobs.

原句：Last but not the least, you need an intense interest in learning English.
优化：Last but not the least, you need an intense interest in learning English since **"interest is the best teacher"**.

七、亮点句式改写练习

1. China's seven-day Labor Day and the National Day holidays now is entering their seventh. The possibility of cancelling the holidays, usually called "Golden Week", has become a widely discussed topic. (将两个短句优化成一个长句)
2. Humor can help us ease tension, and also can overcome our frustration. In addition, dissolving countless irritations is the function of humor. (改写句子使其包含平行结构)
3. When I look into the future, I will try my best to serve my fellow students if I am lucky enough to be President of the Student Union. (用非谓语动词短语改写时间状语从句)
4. Whether a piece of work is hard or not, it requires patience and firmness for completion. (改写句子使其包含插入语)
5. In this way public property can be well preserved and put into best use. (将句子改写成倒装句)
6. They argue that "Golden Week" is very effective. It introduces the idea of vacation travel to China. (将两个短句优化成一个长句)
7. We should not throw a burning match or cigarette butts into a wastebasket. And placing a lighted candle near curtains is also foolish. Moreover, we should not fail to extinguish a flaming fire. (改写句子使其包含平行结构)
8. It must be realized that people should be cautious when they decide which books they should choose to read since if they read bad books, it will be time-wasting and harmful. (用非谓语动词短语改写从句部分)
9. Fake commodities not only can disturb the normal market order, but also may threaten people's health and lives. (将句子改写成倒装句)
10. If either of them can be a little more tolerant, I think that this quarrel can be avoided easily. (改写句子使其包含插入语)
11. The meaning of his statement is that he is of the opinion that the death penalty should be allowed. (优化该长句使其更加简洁)
12. We have grown so old because the birthrate fell earlier in Western and Northwestern Europe than elsewhere, rather than because of any change in the death rate. (将句子改写成强调句)

13. I wish all of you to enjoy yourselves during this trip.（用古语“有朋自远方来，不亦乐乎”改写）
14. Thirdly, after “Golden Week”, the number of tourists declines greatly. It results in the serious imbalance in travel industry. It does not really boost travel industry in a long run.（将三个短句优化成一个长句）
15. Some big factories which are armed with advanced machines and technology may neglect to reuse the large quantity of waste that is produced in the manufacturing process.（用非谓语动词短语改写定语从句）
16. Time is so precious that we can't afford to waste it.（将句子改写倒装句）
17. People who choose to further their studies abroad insist that if they go to study overseas they can get many benefits in different ways.（优化该长句使其更加简洁）
18. Her talent but not her look really works in her career development.（将句子改写强调句）
19. Millions of people have been killed by these disasters. They also destroyed countless homes, wiping out numerous pieces of fertile land.（改写句子使其包含平行结构）
20. The place where they study is not very important for them, and instead, it is what they can learn that is the most important.（优化该长句使其更加简洁）

参考答案

1. **With** China's seven-day Labor Day and the National Day holidays now **entering** their seventh, the possibility of cancelling the holidays, usually called “Golden Week” has become a widely discussed topic.
2. Humor can help us **ease** our tension, **overcome** our frustration **and dissolve** our countless irritations.
3. **Looking into the future**, I will try my best to serve my fellow students if I am lucky enough to be President of the Student Union.
4. A piece of work, **whether hard or not**, requires patience and firmness for completion.
5. **Only in this way can public property** be well preserved and put into better best use.
6. They argue that “Golden Week” **is very effective in introducing** the idea of vacation travel to China.
7. **Throwing** a burning match or cigarette butts into a wastebasket, **placing** a lighted candle near curtains, **or failing** to extinguish a flaming fire is a foolish thing to do.
8. It must be realized that people should be cautious **when deciding which books to**

read since **reading bad books** is time-wasting and harmful.

9. **Not only** can the fake commodities disturb the normal market order, **but also** may threaten people's health and lives.
10. If either of them can be a little more tolerant, this quarrel, **I think**, can be avoided easily.
11. **He thinks that** the death penalty should be allowed.
12. **It is** because the birthrate fell earlier in Western and Northwestern Europe than elsewhere, rather than because of any change in the death rate, **that** we have grown so old.
13. **Just as the old saying goes, "It is such a delight to have friends coming from afar!"** I wish all of you to enjoy yourselves during this trip.
14. Thirdly, after "Golden Week", the number of tourists declines greatly, **which** results in the serious imbalance in travel industry **instead of** really boosting travel industry in a long run.
15. Some big factories, **armed with advanced machines and technology**, may neglect to reuse the large quantity of waste **produced** in the manufacturing process.
16. **So precious is time** that we can't afford to waste it.
17. People who choose to further their studies abroad insist that **overseas study can benefit them in different ways**.
18. **It is** her talent but not her look **that** really works in her career development.
19. These disasters have **killed** millions upon millions of people, **destroyed** countless homes, **and wiped out** numerous pieces of fertile land.
20. **What counts is not** the place where they study, **but** what they can learn. / **It is not** the place where they study **but** what they can learn **that counts.**

八、典型作文操练

练习一

SECTION A　COMPOSITION　[35 MIN]

We often see there is a table-cloth, a book or something else on the desk in the classroom or library, indicating the seat is taken. People have different attitudes towards this phenomenon. What's your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

My View on Reserving a Seat

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

练习二

SECTION A COMPOSITION [35 MIN]

With the development of China's booming economy, Chinese people earn more money and become richer. In consequence, the number of private cars has risen sharply in recent years. What are the advantages and disadvantages of private cars?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Advantages and Disadvantages of Private Cars

You are to write in three parts.

In the first part, state clearly your viewpoint on both the advantages and disadvantages.

In the second part, support your viewpoint with details.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

参考范文

练习一

框架搭建： 由标题和命题要求可知，本文应为一篇立场选择类作文，基本的段落安排如下：第一段指出对于大学生在教室和图书馆“占座”的现象人们存在不同观点，然后表明我的观点；第二段给出理由论证我的观点；第三段自然得出结论，总结观点。

My View on Reserving a Seat

Reserving a seat is very usual in almost all colleges and universities. As to this phenomenon, there is no complete agreement among people. Some students take it for granted that this behavior is acceptable since their doing so is for the purpose of better study. However, I don't agree this. I think that this kind of phenomenon has great negative effects.

On the one hand, I think it is completely a selfish behavior, which damages other students' interests. At many cases, even if many students come to the classroom very early, they can not find a seat. On the other hand, reserving a seat violates the rule of fairness. No matter how late you come to class and even sometimes you don't come at all, the seat is still reserved for you even though many others are eager for that seat.

Considering the above-mentioned, I think it is high time that we college students took a good look at our behavior. Indeed, if all of us can improve our consciousness, it is not a difficult task for us to get rid of this phenomenon of "reserving a seat".

练习二

框架搭建：由标题和命题要求可知，本文应为一篇利弊分析类作文，其基本的段落安排如下：第一段表明我的观点：私家车有利有弊；第二段具体阐述私家车的利和弊；第三段重申观点，提出建议，总结全文。

The Advantages and Disadvantages of Private Cars

With the fantastic rise of economy in China, the number of people who own private cars is on the rise. Some are for owning private cars, but others strongly object to the increase in private cars. As far as I am concerned, I think that private cars have favorable and unfavorable aspects.

On the one hand, private cars are beneficial not only to our national economy but to the individuals. Firstly, the more people own private cars, the more prosperous the automobile industry will be. Thus, it can provide more jobs for countless workers and strong support for other industries. Secondly, if conditions permit, owning a car can make us work more efficiently and make our life more convenient. A car allows us to move freely. On the other hand, automobiles will give rise to a series of problems. Firstly, as more and more cars are produced and run in the street, a large volume of poisonous gas will be given off, polluting the

atmosphere and causing actual harm to the health of people. Secondly, private cars contribute to traffic congestion so greatly that the advantages are often cancelled out by the disadvantages. Thirdly, an increasing number of car accidents have killed and will kill a lot of people.

In conclusion, private cars have brought both advantages and disadvantages. Therefore, I suggest more effective measures should be taken to avoid their disadvantages so as to make more people enjoy their advantages.

九、每日佳作赏析

SECTION COMPOSITION **[35 MIN]**

As we know, boxing, auto racing, and other similar sports sometimes are quite dangerous. Some people propose that these sports should be banned, while others don't think so. What's your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Should Dangerous Sports like Boxing Be Banned?

You are to write in three paragraphs.

In the first paragraph, state clearly what your view is.

In the second paragraph, support your view with appropriate reasons.

In the last paragraph, bring what you have written to a natural conclusion or a summary.

范文	点评
Should Dangerous Sports like Boxing Be Banned? (1①) When speaking of dangerous sports like boxing, auto racing, (1②) people have no complete agreement. (2①) Some people propose that these sports should be banned. (2②) However, others insist these sports have (3) their necessity of existence. (4) Weighing up the cons and pros, I am for the opinion of banning these dangerous sports.	(1) 引出争议话题时常用句式。 (2) 陈述两种对立观点时常用句式。 (3) 意为"存在的必要性"，抽象名词短语使用恰当，用词丰富。 (4) 表明个人观点时常用句式。 (5) 总体引出原因时常用句式。 (6) 从两方面阐述自己的理由，条理清晰。 (7) 抽象名词短语使用恰当，用

（5）My reasons can be listed as follows.（6①）Firstly，（7①）the popularity of boxing and auto racing is（7②）the reflection of barbarism of human beings.（8）Despite the fact that these sports can bring excitement，this excitement produces（9）on the basis of cruelty and violence.（10）It is surveyed that the violence（11）shown in these sports（12）is partly responsible for the violent behaviors in our society.（6②）Secondly，these sports are（13①）so dangerous（13②）that many people（14）get seriously injured（15）and even lose their lives in doing them every year.（16）It seems that the cost people pay for the excitement is too large. （17）From the foregoing，I can safely come to the conclusion that those dangerous sports like boxing，auto racing should be banned（18）as early as possible. I suggest that those who like these sports can turn to other more healthy sports.	词丰富。 （8）despite 为介词，意为“尽管”，表示让步，that 引导同位语从句。Despite the fact that 可用 although/though 代替。 （9）意为“在……基础上”。 （10）固定句式，意为“据调查”。其中 it 为形式主语，that 引导的从句为真正的主语。类似的还有 It is said/reported that…。 （11）过去分词短语做后置定语。 （12）意为“部分导致，是……的部分原因”，表示因果关系。 （13）固定句式，意为“如此……以至于”。 （14）意为“严重受伤”，被动使用恰当。 （15）表示递进关系。 （16）固定句式，意为“似乎……，好像……”。 （17）得出结论的常用句式。 （18）意为“尽可能早”。

星期三　如何制造亮点词语

词语的选择直接关系到句子的优劣，也势必关系到整篇文章的质量，因此，在写作中对于词汇的要求不仅仅是了解其基本含义，还要能够把恰当的词语用到恰当的地方，应该做到“名词使用得准确，形容词使用得简洁，动词使用得生动；连接词使用得恰当”。

一、选用具体的词

和一般含义的词汇相比，具体词汇能够使语言表达更加准确、形象和生动。比如，good food 和 tasty，delicious，fresh food 相比，显然，后面的具体词汇更富有表现力。

但是，很多考生受汉语表达习惯的影响，很少能用具体的词汇表达复杂的概念，这就容易暴露出考生对语言的驾驭能力不够。因此，考生在进行写作训练时，要有意识地选用比较具体的词汇，增强语言的表现力，为文章增加亮点。

如：原句：No one **saw** the bank being broken into.

优化：No one **witnessed** the bank being broken into.

原句：Sometimes women are still **made unable to have** equal rights in modern society.

优化：Sometimes women are still **denied** equal rights in the society.

二、恰当使用限定词

限定词的使用能使论述更加客观、适度，避免观点的绝对化，提高说服力和可信度。

写作中常见的限定词有：may，maybe，perhaps，probably，mainly，generally，commonly，personally，comparatively，typically，usually，sometimes，often，most，mostly，nearly，almost，not necessarily，in general，at least，at most，may as well，if possible，had better，to some extent，to some degree，more often than not，for the most part 等。

如：原句：I don't agree with the first argument.

优化：I don't agree with the first argument **to some extent**.

原句：The first appearance will determine the applicant's fate.

优化：The first appearance **more often than not** will determine the applicant's fate.

三、注意区分近义词

由于英语词义范畴非常广泛，即便是近义词或同义词也只是某种程度上的近似，不可能在意义上完全对等，这就需要考生在选词时斟酌其含义的微妙差别，辨析同义词在具体语境中的不同用法。

如：原句：So there arises the **problem**: Will electronic books replace traditional books?（指“实际存在的问题”或“需要解决的现实问题”，不符合此处语境）

优化：So there arises the **question**: Will electronic books replace traditional books?（指“可获得解释或回答的问题”）

原句：After a good dinner together, all the guests relaxed and became quite **careless**.（指“漫不经心的，粗心的”）

优化：After a good dinner together, all the guests relaxed and became quite **familiar**.（指“随便的，熟悉的”）

四、学会使用动态动词

动态动词往往比 be, there be, make, need 等静态动词更有活力，可以达到更好的写作效果。

如：原句：Please try our best to help this girl, help her to pass the most difficult period in life, and **make** her financial burden **less and less**.

优化：Please try our best to help this girl, help her to pass the most difficult period in life, and **relieve** her financial burden.

原句：Each day, we can see **there are** a lot of foods in the garbage cans.

优化：Each day, we can see many students **dump** foods in the garbage cans.

五、学会活用不同的词性

很多考生受汉语思维的影响，经常完全依据汉语的词性对译英文，导致造出来的句子十分生硬死板。因此，考生在平时训练时一定要注意摆脱汉语思维的束缚，学会根据具体的语境活用不同的词类，这样才能写出地道生动的句子。

如：原句：After we have **observed** them **carefully** and **analyzed** them **critically**, we may identify the conceptions that will actually contribute to the social development.

优化：Through **careful observation and critical analysis**, we may identify the conceptions that will actually contribute to the social development.

原句：Environmental pollution will make it **impossible** for human beings to survive on the earth.

优化：Environmental pollution will deprive human beings of the **possibilities** to survive on the earth.

六、学会使用介词短语

英语中有很多介词短语都具有动词的特征，适合表达抽象的含义。学会活用这些介词短语不但可以丰富文章的用词，而且能够增强文章的表现力。另外，我们经常可以用介词短语代替从句，从而使语言表达更加简洁有力。

如：原句：His family obviously **cannot afford** the big sum of money for such an operation obviously.

优化：The big sum of money for such an operation is obviously **beyond what his family can afford**.

原句：Pirated products often cost much less than the original ones, so they enjoy unbeatable advantage in price **though their quality is relatively poor**.

优化：Pirated products often cost much less than the original ones, so they enjoy unbeatable advantage in price **despite their relatively poor quality.**

七、亮点词语改写练习

1. I'd like to make every effort to **let more people know** the idea that waste is disgraceful, and call on all my schoolmates to fight against waste. （用更动态的动词改写）
2. I'm sure you will soon find a **good** candidate for the position in that a few people are more suitable for it than I. （用更具体的词替换）
3. People **who are good at dealing with** social relations admit their mistakes, and take their share of blame. （用介词短语改写）
4. That capital punishment is **abolished** will benefit the harmony of the society. （用不同的词性改写）
5. If students develop the habit of waste, it will undoubtedly **become a heavy burden on** their parents. （用更动态的动词改写）
6. Above all, it teaches us that we shouldn't **have a strong wish to get** quick results. （用更具体的短语替换）
7. Eating Dumpling on the Eve of Lunar New Year is a national **habit** in China.（用恰当的近义词替换）
8. It is reported that teenage smoking **increases**.（用更动态的动词替换）
9. **If we combine all people's knowledge**, we can bring out a better solution as soon as possible. （用介词短语改写）
10. However, though celebrities are glamorous, they lead very stressful lives. （加上

限定词，使表达更加客观）

11. Nuclear proliferation is always the top **problem** the participants have to discuss at this kind of meeting.（用恰当的近义词替换）
12. For one thing, celebrities don't **have** the privacy like an ordinary person.（用更具体的词替换）
13. College students cannot strike a balance between study and their part-time jobs.（加上限定词，使表达更加客观）
14. The team can be helpful to my questions and problems, thus **making my work efficiency become higher**.（用更动态的动词改写）
15. The linguists spend a great deal of time in **looking** how people talk in their daily communication.（用更具体的词替换）
16. Instead of blindly following them, we should observe them carefully and analyze them critically. After we have **observed** them **carefully and analyzed** them **critically**, we may identify the conceptions that will actually contribute to the social development.（用不同的词性改写）
17. We shall only follow those conceptions that will **contribute** to the social development.（用不同的词性改写）
18. We should **take** the responsibility for protecting our environment.（用更动态的动词替换）
19. Opponents say capital punishment does not **affect** murder rates, but only **raises** unhealthy interest in executions.（用恰当的近义词替换）
20. The boy **looked** at the strangers **in an angry way**.（用更动态的动词改写）

参考答案

1. I'd like to make every effort to **publicize** the idea that waste is disgraceful, and call on all my schoolmates to fight against waste.
2. I'm sure you will soon find a **well-qualified** candidate for the position in that a few people are more suitable for it than I.
3. People **with skill in** social relations admit their mistakes, and take their share of blame.
4. The **abolition** of capital punishment will benefit the harmony of the society.
5. If students develop the habit of waste, it will undoubtedly **burden** their parents **heavily**.
6. Above all, it teaches us that we shouldn't **be overanxious for** quick results.
7. Eating Dumpling on the Eve of Lunar New Year is a national **custom** in China.
8. It is reported that teenage smoking **soars**.
9. **With the combination of all people's knowledge**, we can bring out a better

solution as soon as possible.

10. However, though **to some extent** celebrities are glamorous, **most of them** lead very stressful lives.
11. Nuclear proliferation is always the top **issue** the participants have to discuss at this kind of meeting.
12. For one thing, celebrities don't **own** the privacy like an ordinary person.
13. College students, **for the most part**, cannot strike a balance between study and their part-time jobs.
14. The team can be helpful to my questions and problems, thus **increasing my work efficiency**.
15. The linguists spend a great deal of time in **observing** how people talk in their daily communication.
16. Instead of blindly following them, we should observe them carefully and analyze them critically. **Through the careful observation and critical analysis**, we may identify the conceptions that will actually contribute to the social development.
17. We shall only follow those **contributive** conceptions to the social development.
18. We should **shoulder** the responsibility for protecting our environment.
19. Opponents say capital punishment does not **affect** murder rates, but only **arouses** unhealthy interest in executions.
20. The boy **angrily stared** at the strangers.

八、典型作文操练

练习一

SECTION A COMPOSITION [35 MIN]

Nowadays, some people think traditional virtues, like thrift, honesty, and being happy to help others, are out of date. What's your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Are Traditional Virtues out of Date?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness.

Failure to follow the instructions may result in a loss of marks.

练习二

SECTION A　COMPOSITION　[35 MIN]

Nowadays, some people object to science, who think science has brought us many threats like pollution and nuclear bomb. Do you agree them?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

What does Modern Science Bring Us?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

参考范文

练习一

框架搭建：由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段指出描述人们传统价值观的变化，引出人们对其的争议，然后表明我的观点；第二段给出理由论证我的观点；第三段自然得出结论，总结观点。

Are Traditional Virtues out of Date?

With the development of our society, people's traditional values have changed a lot. Many people are inclined to seek after high-quality life, high economic profits and realization of self-value. Under the influence of these changes, some people come to the conclusion that traditional virtues, like thrift, honesty, and being happy to help others, are out of date, to which I could not give my consent.

Though some of traditional virtues are meeting greater challenge than before, most people, as the mainstream of our society, still go after these time-honored traditional virtues in their lives. In their eyes, high quality life doesn't mean waste. Whether in the past, at present or in the future, thrift is everyone's responsibility. In addition, without honesty, our society and economy would fall into disorder; without mutual help, human society would stop developing soon.

Considering the above-mentioned, I think traditional virtues remain indispensable elements in the Chinese character in modern society. Therefore, we must strengthen education on traditional virtues. It is only if the whole nation is aware of their eternal value that traditional virtues are likely to take root firmly in our nation's spirits.

练习二

框架搭建： 由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段指出一些人反对科学，认为科学给我们带来很多威胁，然后表明我是否同意该观点；第二段给出理由论证我的观点；第三段自然得出结论，总结观点。

What does Modern Science Bring Us?

The question "What does modern science bring us?" has always provoked great debate. Some people argue that science should be responsible for pollution and has brought us the nuclear bomb that threatens our existence. However, compared with the negative aspects, I think the blessing of science is more evident.

As we see, the vast improvements made in the field of medicine have served to lengthen our life expectancy and to reduce the rate of infant morality. What's more, the discovery of mechanization, better seeds, better technique of irrigation and pest control has worked to increase the productivity of farms. As to transportation, the railway, modern ocean liner, jet plane, and motor vehicles have made our lives more comfortable and convenient, as well as provide more chances for commercial and industrial development. Besides, the invention of the computer has assisted a lot in our life and work.

In general, I think the advantages of science far outweigh its disadvantages. And in most cases, it is not science itself but human beings' misuse of it that brings us undesirable results. Therefore, it is no doubt that we should continue developing science and take full advantage of it.

九、每日佳作赏析

SECTION　COMPOSITION　[35 MIN]

The Russian writer Leo Tolstoy said, "Ideal is the beacon. Without ideal, there is no secure direction; without direction, there is no life." It tells us that an ideal is very important to a person.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Importance of an Ideal

You are to write in three parts.

In the first part, state clearly what your view is.

In the second part, support your view with appropriate reasons or details.

In the last part, bring what you have written to a natural conclusion or a summary.

范文	点评
The Importance of an Ideal (1) "What are you going to do when you grow up?" When I was a child, people often asked me this question about ideal. (2①) Undoubtedly, every individual, (3) especially a young person, should have an ideal. (4) Hardly can we find any great people with no ideal when they were young. An ideal (5) is of vital importance to one's growth and success. (6①) On the one hand, an ideal is the target of one's life. (7) Once you decide what your ideal is, you know (8) where to go and which way to take. (2②) Otherwise, you might become puzzled in many things in your life. (6②) On the other hand, an ideal is (9) like the engine of vehicles. (10) Only when we have our own ideals, can we find (11) the origin of energy and enthusiasm in life, and become active and perseverant. (12) Considering the above-mentioned, I	(1) 疑问句开头，新颖独特，引人注意。 (2) 副词或副词短语开头，丰富了句式。 (3) 意为"尤其，特别"。 (4) 倒装句，否定词提前引起。 (5) "be of + *n.*" 相当于"be + *adj.*"。 (6) 从两方面阐述理想的重要性，条理清晰。 (7) 意为"一旦"。 (8) "疑问词 + 不定式" 充当宾语。 (9) 比喻使用恰当。 (10) 倒装句，"only + 状语" 提前引起。 (11) 意为"能量的来源"，名词短语使用恰当。 (12) 意为"综上所述"，得

think that every college student should build his own ideal and strive for it. (2③) Of course, the path (13) from where you are to where you want to get is not always smooth and straight. Therefore, we must have an optimistic, positive mind when pursuing our ideal.	出结论时常用句式。 (13) from… to 连接的两个宾语从句的使用突显语言功底。

星期四　常用闪光词句集锦

今天我们为考生列举了专四写作中经常会用到的一些闪光句型和词汇，供大家学习，考生在实际写作中要注意活学活用。

一、描述现象

1 概述现象

1）**Nowadays, there follows a craze for** diplomas and certificates in our society. 现在，社会上流行一股文凭热。

2）**Nowadays, we often hear** people's complaints about dishonesty. 现在，我们经常听到人们抱怨不诚实的现象。

3）**With the development of** market economy, fake commodities **are becoming a more and more serious problem**. 随着市场经济的发展，假冒伪劣商品成为越来越严重的一个问题。

4）**In the past two decades**, China **has experienced an alarming increase in** teenage smoking. 在过去的 20 年里，中国的青少年吸烟人数有了惊人的增长。

5）**In recent years, there has been a dramatic increase in the number of** school dropouts in the countryside. 近年来，农村辍学人数急剧上升。

6）**As** the socialist market economy in China **is expanding**, education **is becoming more** closely related to the market. 随着社会主义市场经济在中国的发展，教育与市场的关系正变得越来越密切。

7）**The early 1990's saw an unprecedented tide of** the workers flooding into big cities. 20 世纪 90 年代初期出现了前所未有的涌入大城市的民工潮。

8）**In the past three decades, China has witnessed dramatic improvement in** the

living standard of people. 在过去的30年里，中国人的生活水平有了巨大的改善。

9）**Ever since the beginning of** market economy，advertisements **has become an essential part of** our daily life. 从市场经济初期开始，广告就已经变成我们日常生活中必不可少的一部分。

10）**Nowadays many** young people **prefer to** stay single **instead of** getting married. 现在，许多年轻人宁愿单身而不愿意结婚。

11）**With** banks' **more focus on** college market，**an increasing number of** college students have applied for a credit card and begun to use it. 随着银行对大学市场给予比以往更多的关注，越来越多的大学生申请并开始使用信用卡。

12）**As more people focus on** health diet，green food has begun to **draw more and more attention from the public**. 随着更多的人开始关注健康饮食，绿色食品已经开始引起越来越多公众的注意。

13）**Recently**，China has banned all supermarkets，department stores and shops from offering plastic bags for free，**which have caused wide attention.** 最近，中国已经禁止了所有超市、商场和商店提供免费的塑料袋，这引起了广泛的关注。

14）In recent years，more and more celebrities have been admitted to famous universities even without an entry examination. **This phenomenon has become a subject of widespread controversy**. 近几年，越来越多的名人甚至没有经过入学考试就被著名的大学招收，这一现象成为广泛争议的一个话题。

2 具体描述现象表现

1）**Nowadays，we can easily find** all kinds of computers **everywhere，especially in** large cities. 现在，我们随处都可以很容易地找到各种各样的计算机，尤其是在大城市。

2）**In the old days** only national leaders visited foreign countries. **Nowadays** mutual visits between nations have been extended to the provincial or municipal level. 过去只有国家领导人之间会互访，现在国家间的互访已经扩展到省、市级别。

3）Grain，**which used to be** the staple food of most people in China，**is now** playing a less important role in people's diet. 谷物，过去是中国大多数人的主要食物，现在在人们的饮食中所占的地位却在下降。

4）**On the other hand**，the consumption of high-nutrition food such as milk and meat has increased rapidly. 另一方面，人们对牛奶、肉类等高营养食物的消费却迅速增加。

5）Sports are **so** popular on campus **that** they have become an indispensable part of college education. 体育运动在校园里如此流行以至于他们已经成为大学教育的不可或缺的一部分。

6）**Almost every day we can see** flashing fire engines rushing through the streets with their horns blaring. 几乎每一天我们都能看到闪动的消防车，鸣着笛冲过街道。

7）Miss Li's **case is not unique**, **and now more and more** city adults spend their leisure time trying to improve themselves at night school or college. 李女士的情况并不是特例，现在越来越多城市里的成年人利用他们的业余时间参加夜校来提高自己。

8）**We are surprised to learn that** a pop singer can make over 100 thousand for one performance, **while** it may take an average farmer a year to earn that much. 我们很惊奇地发现，流行歌手只需一次演出就能够赚到10万多元，而普通的农民需要一年才可能赚那么多钱。

9）**What amazes us most is that** some fake commodities are quite similar to the real ones. 让我们感到非常惊奇的是，一些假货造得和真货非常像。

10）The schoolbags on their shoulders are getting **heavier and heavier**, and the hours spent on homework **longer and longer**. 他们肩上的书包越来越重，花在作业上的时间也越来越多。

11）**Nowadays there are more and more** secondhand goods in the market, **such as** secondhand books, furniture, appliances, cars, **and so on**. 现在，市场上有越来越多的二手货，例如二手书、二手家具、二手电器、二手车等。

二、提出争议观点或话题

1）**Nowadays there are still many people who** take "silence is gold" as a doctrine. **However, indeed,** in many cases, silence is not gold, especially in modern society. 现在，仍然有许多人把"沉默是金"当作信条，然而，事实上，在许多情况下，沉默并不是金，尤其是在现代社会。

2）**No doubt,** opportunity can bring one's abilities and skills to full play. **However**, one's success is **not** decided by only opportunity **but** depends on many other factors. 无疑，机会可以让一个人的技能得到充分发挥，但是，一个人的成功并不是由机会决定的，而是取决于许多其他的因素。

3）Many people like reading books. **However**, **how to** get the book, buy it or borrow it, **differs from one to another**. 许多人喜欢读书，然而，关于书究竟应该是买来读还是借来读，每个人看法不一。

4）**Some people propose such a question**: Will traditional newspapers be replaced by electronic newspapers? 一些人提出这样一个疑问：传统的报纸会被电子报纸取代吗？

5）**Different people hold different views about whether or not** one should expect a reward when doing a good deed. 对于是否做好事应该得到回报这个问题，不同的人有不同的看法。

6）**Nowadays，there is a heated debate as to whether** text books should be recycled. 现在，关于是否教科书应该循环利用这一问题，存在着广泛的争议。

7）Nowadays **there is no complete agreement on** the relation between diploma and ability. 现在，关于文凭和能力的关系，人们看法不一。

8）**When it comes to the question whether** the university campus **should** be open to tourists，t**here is no complete agreement among people**. 当谈到是否大学校园应该对游客开放这个问题时，人们存在不同的看法。

9）**When it comes to** school activities，**there is no consensus of opinions among people**. 当谈到学校活动时，人们看法不一。

10）**At to** the employment orientation，**different students have different opinions/choices**. 关于就业方向，不同的学生有不同的想法或选择。

11）**Opinions vary from** individual **to** individual，from culture to culture. 不同的人，不同的文化，对这一问题的看法都不相同。

12）When asked which mode of travel they like，different people will offer different preferences. 当被问及喜欢那种旅行方式时，不同的人有不同的偏好。

13）**Some people think** college students should often take part in school activities，**while others argue** that the main task of students is learning，so they shouldn't pay too much attention to school activities. 一些人认为大学生应该经常参加学校活动，而其他人则认为学生的主要任务是学习，不应该过分关注学校活动。

14）**Faced with** the phenomenon of "DINK"，**quite a few people think** that it is a fashion，**but other people hold different opinions**. 面对"丁克"现象，相当一部分人认为这是一种时尚，但是有些人并不认同。

15）**There are always many arguments about** the advantages and disadvantages of examination. **Some people think** examination is the only best way to test how examinees have mastered what they have studied. **However，still others do not agree with this.** 关于考试的利弊一直存在许多争议，一些人认为考试是测试知识掌握程度的唯一的最好方式，然而，其他人则并不同意这种说法。

16）There are more and more people looking for jobs every year，**but they have different views about** what kind of job they should choose. **Some of them focus their attention on** the jobs that promise high salaries. **Others show a preference for** those jobs that offer chances chances to acquire skills and possibilities of getting promotion. 每年都有越来越多的人在找工作，但是他们对于应该选择

什么样的工作却有着不同的看法，一些人看重能够提供高工资的工作，其他人则倾向于那些能够提供学习机会和提升空间的工作。

17）**Some people strongly object to** that universities lower admission requirements for celebrities. **They hold that** this admission pattern will damage the basic rule of fairness of education. 一些人强烈反对大学降低标准招收名人，他们认为这种招生模式会破坏教育的公平原则。

18）**Quite a few people's answer is yes. They say** electronic newspapers can be updated instantly. **However, still some other people/others think differently/do not agree this/hold the opposite opinion.** 相当一部分人的回答是肯定的，他们指出，电子报纸能够被即时更新。然而，还有一些人持不同的观点。

19）Under the influence of these changes, **some people come to the conclusion that** traditional virtues, like thrift, honesty, and being happy to help others, are out of date. （**To which I could not give my consent.**）在这些变化的影响下，一些人得出这样的结论：节俭、诚实、乐于助人等传统美德已经过时了。（对此，我不能同意。）

三、表明个人观点、倾向或选择

1）**Weighing up these two arguments, I prefer the first/former/second/latter one**. 权衡两种观点，我宁愿选择前者/后者。

2）**Weighing up these two arguments, I think** a university should be an open place. 权衡两种观点，我认为大学应该是一个开放的地方。

3）**Weighing the advantages and disadvantages, I think** textbooks should be recycled. 权衡利弊，我认为教科书应该循环使用。

4）**In my view**, our happiness and the realization of our ideal should depend on individual struggle. 我认为，我们的幸福和我们理想的实现应该靠我们的个人奋斗。

5）**As for me/Personally, I am in favor of** charging for plastic bags. 至于我，我非常赞成塑料袋收费。

6）**As for me, I will give my vote to** the development space first and then high salaries. 至于我，我会把发展空间放在首位，然后再考虑高工资。

7）**As far as I am concerned, I think** the examination is very useful to both teachers and students. 就我而言，我认为，考试对于老师和学生都非常有用。

8）**From my point of view**, luck does influence us sometimes, **but** in any case we are the master of our own fortune. 在我看来，运气有时候的确会影响到我们，但是不管在什么时候，我们才是命运的掌控者。

9）**However**，**compared with** the negative aspects，**I think** the blessing of science is more evident. 然而，和其负面影响相比，我认为，科学的好处更加显而易见。

四、引出理由或论据

1）**There are many reasons explaining/accounting for/contributing to** my view. First of all/Above all，… Moreover，… Besides… 有许多理由支持我的观点。首先，……其次，……再次，……

2）**There are several reasons which may account for** my preference for the program. 有以下一些原因可以解释我对这一课程的偏好。

3）**There are mainly two reasons behind** my point of view. First，… Second，…我的观点背后主要有两点原因。第一，……第二，……

4）**There are many factors deciding/influencing** my choosing future job. 有许多因素决定/影响我对将来工作的选择。

5）**The reasons for** my opinion **mainly lie in** the following two aspects. 我坚持该观点的理由主要在于以下两个方面。

6）**The following reasons can account for** my view. 下列原因能够解释我的观点。

7）My reasons can be listed as follows. 我的理由列举如下。

8）**The following reasons/facts can support the argument.** 下面的理由/事实能够支持这一观点。

9）**There are many facts which can prove the argument.** 有许多事实能够证明这一观点。

10）**This argument can be proved by the following facts.** 这一观点能够被下列事实所证明。

五、举例论证或说明

1）**There are numerous examples supporting this argument.** 有大量的例子支持这一观点。

2）**There are many examples which can support this argument.** 有大量的例子支持这一观点。

3）**There are too numerous examples to mention one by one.** 太多的例子不胜枚举。

4）**Let's take** finding a job **as an/another example.** 让我们以找工作为（另一个）

例子。

5）Hanxin of the Han Dynasty **is a typical example of** those who have patience. 汉朝的韩信就是一个典型的有耐心的人。

6）**A case in point** is the important role of patience in English study. 耐心在英语学习中的重要作用是个典型的例子。

7）**A good example to illustrate** is higher divorce rate in recent years. 近年来的高离婚率就是一个能很好地证明这一点的例子。

8）**For another example**, if we want to be proficient in using the computer, we also need lots of practice. 再比如说，如果我们想要熟练地掌握计算机，我们也需要大量的练习。

六、说明方法或建议

1 引出方法或建议

1）**But/Then how to** build an ideal teacher-student relationship? 但是/那么，如何才能建立一个理想的师生关系呢？

2）**However, how should** a college freshman adapt himself to these differences? 然而，大学新生应该怎样适应这些不同呢？

3）**The following measures can be taken to** reduce campus waste. 下列措施可以用来减少校园浪费。

4）**Therefore, it's high time for us to take/that we took effective measures to** fight against cyber crimes. 因此，该是我们采取有效措施来抵制网络犯罪的时候了。

5）Obviously, **it is necessary to take some effective measures to reduce this phenomenon.** 显然，有必要采取有效的措施来减少这种现象。

6）**In order to** solve the conflict, both parents and children should make their efforts. 为了解决这一冲突，父母和孩子双方都要付出努力。

7）**Considering the seriousness of the problem, it is necessary for** college students **to** learn how to keep healthy psychologically. 考虑到问题的严重性，大学生了解如何保持心理健康是十分必要的。

8）**Considering the seriousness of the problem, effective measures should be taken to** protect us against noise. 考虑到问题的严重性，应该采取有效措施来保护我们免受噪声的干扰。

9）**Considering the above factors/the above-mentioned, we should/must** be careful in selecting and using references books. 考虑到以上因素/综上所述，我们应该/必须谨慎地选用参考书。

10）**Considering the bad effects of** depression，it **must be taken more seriously**. 考虑到抑郁症的负面影响，我们必须更加重视它。

2 具体阐述方法或建议

1）**First of all**，the teacher and the student **should** respect each other，**which is the precondition of** good relationship. 首先，老师和学生应该互相尊重，这是良好关系的前提。

2）**Second**，**attending collective activities is an effective way to** relieve pressure. 第二，参加集体活动是缓解压力的一个有效的方法。

3）**To** communicate with each other actively **is necessary to** their understanding each other. 积极地与对方沟通对于他们之间的相互理解是必需的。

4）**Besides**，**you should** learn to relax yourself **by** taking exercise or other recreational activities. 此外，你应该学会通过体育锻炼和其他娱乐活动放松自己。

5）We **should** learn to be tolerant and consider more for others，**which is necessary for** group living. 我们应该学会容忍，还要多为他人考虑，这对于集体生活来说是必需的。

6）**In addition**，we can **turn to** teachers and students around us for recommendation. 此外，我们可以求助于周围老师和同学的推荐。

7）**Second**，society and schools **must** increase input in moral education **and try to** build the atmosphere of being grateful. 第二，社会和学校必须增加对道德教育的投入，并努力营造一个感恩的氛围。

8）**Whatever** your ideal is，careful plan and preparation **is vital to** realizing it. 无论你的理想是什么，要想实现它，仔细的规划和准备都是至关重要的。

9）An optimistic，positive mind **is indispensable to** the process of your pursuing your ideal. 乐观、积极的心态在你追求理想的过程中是不可或缺的。

10）To those patients with depression，**first of all**，**it is important to** accept treatment timely **instead of** covering or ignoring the disease. 对于抑郁症患者，首先，重要的是要及时接受治疗，而不能遮盖或忽视它。

11）**Actually**，**the best** treatment is **a combination of** medication and psychological help. 实际上，最好的方法是将医学治疗和心理帮助相结合。

12）**Besides**，**more** talented people **should be trained and more** effective firewalls **should be** built up **so as to** make the net immune to all kinds of viruses. 此外，应该培养更多优秀的人才并建立更有效的防护墙，以便使网络可以不受各种病毒的侵害。

13）**To** reverse the trend **is not a easy task**，**and it requires the concerted efforts of all citizens**. 要扭转这一趋势并不容易，它需要所有公民的共同努力。

14）**There is no immediate solution to the problem of** energy shortage，**but** our small economical acts in daily life **might be quite helpful/beneficial**. 能源短缺问题并没有立竿见影的解决办法，但是我们在日常生活中很小的节约行为可能会带来很大的帮助。

15）**No easy method can solve the problem of** pollution **in short time**，**but** the general awareness of the necessity/importance of environmental protection **might be the first step on the right way**. 目前还没有简单的办法能够在短期内解决污染问题，但是，使人们普遍认识到保护环境的重要性或许是有效的第一步。

16）**As long as** both parents and children learn to think from the other side's point of view，the conflicts between them **can be** avoided. 只要父母和孩子都能够从对方的角度考虑，他们之间的冲突是能够避免的。

七、说明好处或影响

1 引出好处或影响

1）**The advantages of** this policy **are obvious.** 该项制度的好处十分明显。

2）Telecommuting system **has many advantages.** 远程办公制度有很多优点。

3）**Compared with** traveling alone，traveling with a companion **has also its advantages**. 和独自旅行相比，结伴旅行也有它自己的优点。

4）**Undoubtedly**，college students **can benefit a lot from** physical exercise. 毫无疑问，大学生能够从体育锻炼中得到很多好处。

5）These cultural activities **have brought many benefits to** college students. 这些文化活动已经给大学生带来了很多好处。

6）Pets' service **does good to both** the society **and** the individual. 宠物服务既有益于社会也有益于个人。

7）No doubt，digital products **have brought us great convenience and pleasure**. 毫无疑问，数码产品已经给我们带来了极大的便利和快乐。

8）The increasing number of people traveling abroad might **have both advantages and disadvantages**. 出国旅行人数的增加可能有利有弊。

9）**As everyone sees**，this phenomenon **has brought considerable effect/influence on** people's work and life. 正如大家所看到的，这种现象已经给人们的工作和生活带来了极大的影响。

10）Undoubtedly，it will produce profound/far-reaching/remarkable effect/influence on people's life. 无疑，它将会对人们的生活产生深远的/显著的影响。

11）**It is obvious that** physical exercise **is very beneficial/favorable to** the healthy development of college students. 显然，体育锻炼对大学生的健康发展非常有益。

2 列举好处或影响

1）**Firstly**, it **provides** more people **with** chances to receive higher education. 首先，它提供给更多的人接受高等教育的机会。

2）**First of all**, these lectures **broaden** the students' horizon **and cultivate** their interests in different fields. 首先，这些讲座拓宽了学生的知识面，而且培养了他们在不同领域的兴趣。

3）**Moreover**, traveling alone **tends to bring** the traveler **unexpected surprise**, **such as** making a new friend and enjoying a different scenery. 而且，独自旅行往往会带给旅行者意外的惊喜，例如结交到新朋友、欣赏到别样的风景。

4）**Moreover**, physical exercise **is an effective way to** release pressure. 而且，体育锻炼是缓解压力的一种有效方式。

5）**Besides**, by attending practical activities, students can have more chances to contact others, **which can help** them **improve** their social skills. 此外，通过参加实践活动，学生可以有更多和其他人接触的机会，这有助于他们提高社交能力。

6）**Besides**, social practice **helps strengthen** students' sense of social responsibility. 此外，社会实践有助于加强学生的社会责任感。

7）**Besides**, lectures **make** the life of the students **colorful**. 此外，讲座使学生的生活变得丰富多彩。

8）Thanks to these cultural activities, our college life has become more colorful and enjoyable. 由于有了这些文化活动，我们的大学生活变得更加丰富和愉快。

八、说明危害

1 引出危害

1）However, **problems may also arise**. 然而，也可能出现问题。

2）These immoral behaviors **have brought great bad/negative effects on** our society. 这些不道德的行为已经给我们的社会带来极大的负面影响。

3）Depression **can bring great bad influence/effects on** one's study, work and life. 抑郁症会给一个人的学习、工作和生活带来极大的不良影响。

4）Noise **brings great harm to** our daily lives. 噪声给我们的日常生活带来很大危害。

5）**However,** the use of the so-called "convenience goods" **is extremely harmful in many ways**. 然而，使用这些所谓的"便利品"有很多害处。

6）**It is very clear that** this phenomenon **produces harmful effects in many aspects**. 很显然，这种现象会产生很多危害。

7）Psychological problems **are likely to lead to very serious results**. 心理问题可能会导致非常严重的结果。

8）**On the other hand**, private tutoring **also has some disadvantages**. 然而，私人家教也有缺点。

9）**As every coin has two sides**, recycling textbooks **also has some disadvantages**. 正如每个硬币都有两面，循环利用教科书也有缺点。

10）**However**, many others hold that the holiday economy **does more harm than good**. 然而，也有许多人认为假日经济弊大于利。

11）**However**, relaxing the limit of age and marriage **might bring some problems**. 然而，年龄和婚姻方面放宽限制可能会带来一些问题。

12）**In fact**, depression **affects not only** one's mind **but also** his body. 实际上，抑郁症既会影响到一个人的思想也会影响到一个人的身体。

13）**However**, deciding everything for children **does not help them but harm them in many ways**. 然而，为孩子决定一切对他们没有帮助反而对他们有很多害处。

14）**Though** most students take seats in advance for better study, **this kind of phenomenon has great negative effects**. 尽管大多数学生提前占座是为了更好地学习，但是这种现象有很大的负面影响。

15）The smart use of reference books **is certainly beneficial**, **but** the misuse and overuse of them **may cause a lot of problems**. 明智地使用参考书当然有益，但是误用或过度使用这些书就可能会带来很多问题。

16）If this trend continues, it **will exert undesirable/disastrous effect/influence**. 如果这种趋势持续下去的话，将会带来不良的或灾难性的影响。

2 列举危害

1）**First**, the travel craze **puts a heavy burden on** the traffic system. 首先，旅游热潮给交通系统造成了沉重的负担。

2）**Second**, thousands of tourists flooded to scenic spots, **causing** over-crowdedness and safety **problems**. 第二，成千上万的游客涌向各个景点，这造成了过分拥挤和安全问题。

3）**Secondly**, some students rely on the reference books **too much**, **which is unfavorable to** the improvement of their ability to work out the solutions for themselves. 第二，一些学生过分依赖参考书，这不利于培养他们独立解决问题的能力。

4）**Besides**, there are some reference books filled with mistakes, **which might mislead** students. 此外，一些参考书中有很多问题，这可能会误导学生。

5）**Finally**, disposable products **make people** develop a throwaway habit, **which is harmful to** our social atmosphere. 最后，一次性产品可能会让人们养成随手扔东西的习惯，这不利于整个社会的氛围。

6）**On the one hand**, it is a selfish behavior, **which damages** other students' interests. 一方面，这是一种自私的行为，这会危害到其他同学的利益。

7）**For one thing**, married students have to take care of their family, **which brings more difficulties for** school management. 一方面，结了婚的学生必须要照顾家庭，这会给学校管理带来更多的困难。

8）**For one thing**, it takes up **so much** of the pupil's time **that** he can hardly find enough time for rest and entertainment. 一方面，这会占用学生如此多的时间以致他几乎找不到足够的时间休息和娱乐。

9）**Moreover**, one's violating public morality **not only work against others' interests but also does harm to himself**. 而且，违反公共道德不仅会侵犯到他人的利益也会伤害到自己。

10）**Furthermore**, disposable products **cause serious** pollution in our environment. 而且，一次性产品会给环境带来严重的污染。

11）**More seriously/Even worse**, some students **might lose control of** their emotions and behaviors. 更糟的是，一些学生可能会无法控制自己的情绪和行为。

12）**What's worse**, depression **is one of the main reasons that** people kill themselves. 更糟的是，抑郁症是导致人们自杀的主要原因之一。

13）These disasters **have killed** millions of people, **destroyed** countless homes, **and wiped out** numerous pieces of fertile land. 这些灾难已经夺走了数百万人的生命，摧毁了无数的家园，还吞噬了大量肥沃的土地。

14）Long exposure to noise **will lead to the loss of** hearing **and possibly** drive people mad. 长期接触噪声会导致人失聪，还可能使人发疯。

15）**For example**, if most people buy pirated products, those original producers will **suffer great losses and might lose** the enthusiasm to continue their producing, **which in turn influences** consumers. 例如，如果大多数人多购买盗版产品，那些正版的生产者将遭受极大的损失，而且可能会失去继续创作的热情，这反过来会影响到消费者。

16）Many college students **are so indulged in** these games **that** their health and

academic performances are seriously affected. 许多大学生过分迷恋这些游戏，以至于他们的健康和学习成绩受到了严重的影响。

九、总结或得出结论

1）**Considering the above-mentioned**, **I think** traditional virtues remain indispensable elements in the Chinese character in modern society. 综上所述，我认为，传统美德仍然是现代中国不可或缺的元素。

2）**All the above-mentioned tells us that** practice plays a very vital role in our study and work. 以上论述告诉我们，实践在我们的学习和工作中扮演着极其重要的角色。

3）**Therefore, we should** combine theory with practice in realizing our goals. 因此，我们在实现目标的过程中，应该把理论和实践相结合。

4）**Judging from the evidence offered, we might safely draw the conclusion that** if we wish to succeed, we must firstly have a resolution and remember the saying "Where there is a will, there is a way". 综上所述，我们可以得出这样的结论：如果我们想要成功，我们首先必须有决心，并铭记"有志者，事竟成"这句话。

5）**From the above-mentioned, we can conclude** that it is not the opportunity itself that can decide one's success or failure. 综上所述，我们可以得出这样的结论：机会本身并不能决定一个人是否成功。

6）**Therefore, whatever we do, we should not** pay too much attention to the speed and ignore these laws. 因此，无论做什么，我们都不应该过分看重速度而忽视了这些法则。

7）**Therefore**, **I think it is a trend that** traditional newspapers will be replaced by electronic newspapers. 因此，我认为，传统报纸被电子报纸取代是一个趋势。

8）**To conclude/In a word**, **it is every citizen's responsibility to** do good deeds without expecting any reward. 总之，做好事不求回报是每一个公民的责任。

9）**In general, the advantages of science far outweigh its disadvantages.** 总体来说，科学的利远远超过它的弊。

10）**In sum**, the examination **does more good than harm**. **Therefore, I think** the correct attitude towards examination should be to take full advantage of it and to avoid its disadvantage. 总体来看，考试肯定是利大于弊。因此，我认为，对待考试正确的态度应该是"扬其长而避其短"。

11）From the foregoing, we can see clearly that the examination **does more good than harm**. 综上所述，我们可以清晰地看到考试是利大于弊的。

12）**Only through these methods/measures could the noise problem be solved** fundamentally. 只有通过这些方法和措施，噪声问题才能够从根本上解决。

13）**Only in this way can people reduce the chance of** suffering from depression. 只有这样人们才能够减少患上抑郁症的机会。

14）**Only when** campus newspapers are allowed to voice the feelings and ideas of students **can they** become more popular among students. 只有当校报可以反映学生的感情和想法，他们才能够更受学生们的欢迎。

15）**In a word**, the improvement of public morals **depends on all of us in this society**. 总之，公共道德的提高要靠我们所有人。

16）**In a word, it takes our common efforts to** defeat cyber crimes. 总之，战胜网络犯罪需要我们共同的努力。

17）**In a word**, **only if** you have an ideal, **you can** have the chance of realizing it. 总之，只要你有理想，就一定有机会实现它。

十、100 个闪光词语

1）a/the combination of 合成，组合

例：It is **the combination of** wit and political analysis that makes his articles so readable. 他的妙笔生花和政治分析相得益彰，使他的文章脍炙人口。

2）a lifelong career/friendship/wish 一生的事业/友情/愿望

例：For this type of person, the job is **a lifelong career**. 对于这些人来说，工作就是一生的事业。

3）accordingly 于是，因此

例：There aren't many jobs available. **Accordingly**, companies receive hundreds of resumes for every opening. 目前的工作空缺不是很多，因此，公司的每个职位招聘都会收到成百上千份简历。

4）account for 占据

例：In addition, the population in the countryside **accounts for** 80% of the population and the stability of the nation depends on them. 另外，农村人口占据了总人口的 80%，而且国家的稳定也取决于这些人。

5）additionally 另外，此外

例：**Additionally**, physical exercise is an effective way to release pressure. 此外，体育锻炼是缓解压力的一种有效的方式。

6）address a problem/question/issue etc 着手解决，致力于

例：It is high time we **addressed** the problem of campus waste. 现在该是我们着手解决校园浪费问题的时候了。

7）alleviate the problem/situation/suffering etc 减缓……

例：We can almost always do something to **alleviate** the situation. 我们几乎总是可以做些事情来缓解目前的形势的。

8）along with 除……以外

例：Tobacco is taxed in most countries, **along with** alcohol. 除酒之外，烟草在多数国家也都要征税。

9）amazing sight 令人惊讶的景象

例：It is an **amazing sight** to see many bicyclists on Chang'an Avenue in the morning head to work. 每天早上，在长安街上可以看到很多人骑着自行车去上班，这是一幅令人惊讶的景象。

10）apply to 适用

例：This saying **applies to** everyday life.
这个谚语适用于日常生活。

11）appropriate 适当的，合适的

例：This new education system is more **appropriate** to the needs of the students.
这种新的教育体系更适合学生的需求。

12）as is the case with 同样的情况

例：Parents are a source of college funding, **as is the case with** most students.
父母是学生学费的主要来源，大多数学生都是这种情况。

13）as we know it 像我们知道的那样

例：If there was not electricity, our world would not be able to operate **as we know it**. 如果没有电，世界就不会是我们现在的样子。

14）at any cost 无论如何，不惜任何代价

例：Because of this belief, they will try to obtain lucky numbers for things such as a car license plate **at any cost**. 因为相信幸运数字能带来好运，这些人在买车时会不惜一切代价买到有幸运数字的车牌。

15）at sb's disposal 任某人处理，供某人使用

例：The library has a large number of reference books **at the students' disposal**.
图书馆有大量的参考书可供同学们使用。

16）attribute sth. to sth./sb. 把……归因于或归功于

例：The fall in the number of deaths from heart disease **is** generally **attributed to** improvements in diet. 心脏病死亡人数的下降普遍被归因于饮食方面的改善。

17）avenue 渠道，办法

例：We explored every possible **avenue**, but still couldn't come up with a solution. 我们寻找每一种可能的渠道，但仍然找不到解决的办法。

18）average person 普通人，一般人

例：Einstein's theory is really too difficult for the **average person** to understand. 爱因斯坦的理论对于普通人来说是很难理解的。

19）be informed of sth. 知道

例：People **are** also **informed of** products and services by advertisements on TV. 人们通过电视广告了解到了各种产品和服务。

20）be tied to 被束缚着，被牵制着

例：Nowadays many people, especially young people do not like to **be tied to** a steady job. 现在许多人，尤其是年轻人，都不喜欢永远做一件固定的工作。

21）belongings 所属物，随身物品

例：Please also take care of your **belongings** during your travel here as there has been much theft reported. 旅行中要保管好随身物品，据报道这里已经发生好几起盗窃事件。

22）beyond 超出，越过

例：These expensive luxuries are far **beyond** the reach of ordinary people. 这些昂贵的奢侈品远远超出了普通人的负担能力。

23）broaden one's horizons 拓宽视野，开阔眼界

例：I'd like to work abroad to **broaden my horizons**. 我喜欢在国外工作来开拓我的眼界。

24）by/in contrast to/with 对比之下

例：**In contrast with** our system, theirs seems very old-fashioned. 和我们的制度相比，他们的制度显得过于守旧。

25）call for 要求

例：Water shortage affects people's lives and has led to production shortages, all of which **call for** immediate action. 缺水影响了人们的生活和生产，因此我们需要立即采取行动来解决这个问题。

26）cater to 满足，迎合

例：There are magazines **catering to** different tastes and interests such as economics, sports, etc. 有各种杂志可以满足人们在经济、体育等不同方面的品位和兴趣。

27）common practice 司空见惯的事，惯例

例：It is **common practice** in the US to tip the waiter. 在美国给服务生小费是很普遍的现象。

28）compatible 和谐的，一致的

例：In my opinion, extensive and selective readings are **compatible** and can become a combination. 我认为广泛性阅读和选择性阅读是一致的，而且可以相互结合。

29）comply with 服从，顺从

例：All the drivers must **comply with** these safety rules. 所有司机都必须遵守这些安全规则。

30）conserve 节约，节省（电、水和能源等）

例：Everyone needs to make efforts to **conserve** water. 每个人都应该尽力节约用水。

31）continuing education 继续教育

例：One of the problems with **continuing education** lies not in learning, but in unlearning. 继续教育的问题之一不在于学而在于忘却。

32）cut down 削减，减少

例：We must **cut down** our expenses. 我们必须削减开支。

33）despite/in spite of 尽管

例：**Despite** its possible risks, on the whole, the advantages of trying new things outweigh its disadvantages. 尽管可能存在风险，但从整体上来说，尝试新鲜事物的利大于弊。

34）encompass 包含，包括

例：The study **encompasses** the social, political, and economic aspects of the situation. 这项研究包括了社会、政治和经济几个方面的内容。

35）enable… to 使……能够

例：MicroBlog **enables** millions of people **to** have a voice and connect with others. 微博使数百万人能够抒发自己的情感并可以和其他人联系起来。

36）enrich 使丰富

例：Hobbies can **enrich** our lives greatly as long as we are able to manage our time. 只要合理安排时间，业余爱好会大大丰富我们的生活。

37）exposure to 暴露，受到，经历

例：Prolonged **exposure to** the sun can cause skin cancer. 长期暴露在阳光下会导致皮肤癌。

38）fashion/fashionable 时尚/时尚的

例：As a result, sports are becoming popular and even **fashionable**. 因此，运动现在越来越流行，甚至成为一种时尚。

39）fast-paced 快节奏的

例：People today live a **fast-paced** life and are always in a hurry. 现代人生活节奏快，经常是忙忙碌碌的。

40）finance 供给……经费，负担经费

例：Nowadays many students take part-time jobs to **finance** their education. 现在许多学生做兼职工作来负担自己的学费。

41）focus on 集中精力，把重心放在……

例：Every student should **focus on** good study habits. 每个学生都应该集中精力培养好的学习习惯。

42）fund 提供资金

例：Previously in China，a university education was **funded** by the government. 以前，中国大学生的学费是由国家资助的。

43）have/gain access to/be accessible to 可以到达，可以使用

例：It is seen as an effective means of business communication where relevant staff **have access to** a computer network. 这被看作是一种有效的商务沟通方式，通过它相关的员工都可以使用一个计算机网络。

44）have a hard time doing 感到为难

例：Many people still **have a hard time** saying“no”. 很多人在说“不”的时候感到很为难。

45）hence 因此

例：The cost of transport is a major expense for an industry. **Hence** factory location is an important consideration. 交通成本对于一个产业来说是一项重大的支出，因此工厂选址十分重要。

46）highlight 突出，强调；重点

例：The report **highlighted** the problem of the old people. 该报告强调了老年人问题。

47）hold back 阻止，阻碍

例：Pollution has **held back** seriously the further development of mankind. 污染已经严重地阻碍了人类的进一步发展。

48）impress 使有印象，影响

例：Such research practices based on scientific principles **impressed** me. 这种在科学理论指导下的研究实践给我留下了很深的印象。

49）indeed 的确，其实

例：Dieting has its disadvantages. **Indeed**，it has great negative effects on one’s health. 节食有它的弊端，事实上，它对一个人的健康有很大的负面影响。

50）in all walks of life 各个行业，生活的各个方面

例：This is indeed an important question **in all walks of life** and in any country. 这的确是一个各行各业以及任何一个国家都存在的重要问题。

51）in general/generally 一般来说

例：Young people **in general** seem more prone to job hop. 年轻人一般更容易跳槽。

52）in faith 的确

例：He doesn’t know the answer **in faith**. 他确实不知道答案。

53）in favor of 支持，赞同

例：Most people are **in favor of** this practice. 大多人赞同这种做法。

54）in honor of 纪念，庆祝

例：**In honor of** the upcoming Teacher's Day, we plan a party for our teachers. 为庆祝即将到来的教师节，我们为老师们准备了一场晚会。

55）in the light of 依据，按照

例：Many old people tend to review a new thing i**n the light of** past experience. 许多老人往往会依据过去的经验来评判一件新的事物。

56）in the long run 从长远来看

例：**In the long run**, this plan is not in accordance with our final goal. 从长远来看，这一计划与我们的最终目标不符。

57）in vain 徒劳，白费工夫

例：All our hard work turned out to be **in vain**. 我们所有的努力结果都是徒劳。

58）involve in 卷入……中

例：No one would like to **be involved in** this matter. 没有人愿意牵扯到这件事中来。

59）link 把……与……联系起来

例：However, there has been no medical research directly **linking** smoking to the disease. 然而，没有医学研究证明吸烟会直接导致肺癌。

60）live through 渡过，经受住

例：Those that **lived through** the earthquake will more cherish today's happy life. 经历过地震的那些人们将更加珍惜今天的幸福生活。

61）make up for 弥补

例：Elective courses can greatly **make up for** the inadequacy of compulsory courses. 选修课能够极大地弥补必修课的不足。

62）meanwhile 同时

例：The incomes of male professionals went up by almost 80%. **Meanwhile**, part-time women workers saw their earnings fall. 男性专业人员的收入上涨了将近 80%，但与此同时，兼职女性职工的收入却下降了。

63）mistrust 不信任

例：The effect is a general **mistrust** among consumers toward sellers and the free market. 这样做一般会导致消费者不信任销售者和自由市场。

64）more often than not 时常，往往

例：In fact, **more often than not**, customers were more interested in the software than the hardware. 事实上，消费者往往对软件比对硬件更感兴趣。

65）mutual 相互的

例：Differences foster **mutual** understanding and support. 不同会促进相互之

间的理解和支持。

66）（There is） no doubt 毫无疑问

例：There is **no doubt** that TV has greatly influenced our lives and the way we live. 毫无疑问，电视已经极大地影响了我们的生活和生活方式。

67）occasion 情况，场合，时机

例：As a general rule，people like to help each other，but there are **occasions** when you shouldn't hesitate to say "no". 一般来讲，人与人是应该互相帮助的。但在有些情况下，你还是应该毫不犹豫地说"不"。

68）on behalf of 代表，为了

例：**On behalf of** my colleagues and myself I thank you. 我代表我的同事和我本人向你表示感谢。

69）on no account 决不

例：**On no account** should we follow blindly. 我们决不应当盲从。

70）on second thoughts 进一步考虑后

例：You should make decisions **on second thoughts**. 你应该进一步考虑后再做决定。

71）on the whole 总体来说

例：**On the whole，**I'm favor of this practice. 总的来说，我赞成这种做法。

72）on the contrary 相反

例：I've never opposed it；**on the contrary**，I've always supported it. 我从未反对它，相反，我一贯支持它。

73）on account of 由于

例：We delayed our departure **on account of** the bad weather. 由于糟糕的天气我们耽搁了出发。

74）out of reach 够不着的，负担不起的

例：Those who are not fond of traveling consider it costly and **out of reach** of the average person.

这些人不喜欢旅游是因为他们认为旅游费用高，一般人负担不起。

75）outweigh 超过，胜过，优于

例：The advantages far **outweigh** the disadvantages in this case. 这件事上，利远大于弊。

76）overwhelm/overwhelming 淹没，压倒/势不可当的，压倒性的

例：There is **overwhelming** evidence that smoking damages your health. 有大量的证据显示吸烟有害健康。

77）particulars 细节

例：For further **particulars**，contact the office. 详情请联系办事处。

78）pastime 消遣，娱乐

例：Reading novels is a favorite **pastime** because of the vivid descriptions and plots. 读小说是打发时光的好办法，因为小说里有生动的描写和故事情节。

79）perform/performance 表现

例：Good study habits are essential if one wants to **perform** well. 要想学习好就要养成良好的学习习惯。

80）prevalence 流行

例：The **prevalence** of fake commodities is a problem in our society. 假货充斥市场已经成为社会的一个问题。

81）prevail 流行，盛行

例：Good will **prevail** over evil. 善良将战胜邪恶。

82）pros and cons 正反两方面

例：Weighing up the **pros and cons**, I am inclined to the latter opinion. 权衡利弊，我倾向于后一种观点。

83）prospects 前途，前景

例：Nowadays job **prospects** for college students don't look good. 现在大学毕业生的就业前景欠佳。

84）provided 假设

例：Some believe it is a waste of time to sit for the CET-6 because they have already passed the CET-4, which entitles them to graduate with a degree **provided** other requirements are met. 有些学生认为考大学英语六级是浪费时间，因为如果其他考试都合格，只要通过大学英语四级学校就会允许学生毕业并授予学位。

85）raise the money（raise money）筹款

例：There are several possible ways to **raise the money** to pay for tuition fees. 有很多种方式可以筹款交学费。

86）rather than 而不是，不愿

例：It is one's ability **rather than** the luck that plays a crucial role in his success. 在成功中起决定性作用的是能力而不是运气。

87）regardless of 不管，不顾

例：Some students buy whatever they like **regardless of t**he price. 一些同学想买什么就买什么，根本不考虑价格。

88）remain 保持，仍旧是

例：However, living standards and health conditions of people in developing countries **remain** unsatisfactory. 然而，发展中国家人民的生活水平和健康状况仍然不能让人满意。

89）stand out 突出，显眼

例：Her work **stands out** from the rest as easily the best. 她的工作成绩远比其他人都好。

90）set forth 宣布，提出

例：He **set forth** their aim in a speech. 他在一次演说中提出了他们的目标。

91）set out to 准备做

例：Many graduating students set out to change the society around them, but ended up being changed by it. 许多即将毕业的学生准备改变社会，但最终却被社会改变了。

92）strain 加大难度，增加困难

例：Industrial development requires a large amount of water, which further **strains** this precious resource. 工业生产需要大量的水，这就进一步加重了缺水现象。

93）the reason behind 真正的原因，背后的原因，潜在的原因

例：This is **the reason behind** the recent rise in prices. 这就是最近物价上涨的背后的原因。

94）the reverse 反过来

例：**The reverse** is actually the case. 事实刚好相反。

95）to illustrate 比如

例：Here's another example **to illustrate** my point. 这里有另一个例子来说明我的观点。

96）to summarize（in summary）总之

例：**To summarize**, personal preference determines if one lives in a city or countryside. 总之，个人喜好决定了他们是住在城市还是乡村。

97）undermine 破坏，危害

例：Constant criticism will **undermine** one's confidence. 经常批评会摧毁人的自信。

98）vary from 不同

例：Hobbies **vary from** person to person based on educational background, income levels, and interests. 由于教育背景、收入水平和兴趣的不同，人们的兴趣也各异。

99）well-rounded 全面的，多才多艺的

例：We encourage the kids to be **well-rounded**. 我们鼓励孩子全面发展。

100）enrich one's knowledge 扩大知识面

例：Travel allows them to learn about different cultures and **enrich their knowledge**. 旅游可以让人了解不同的文化，扩大知识面。

十一、典型作文操练

练习一

SECTION A　COMPOSITION　[35 MIN]

Nowadays, many students show great enthusiasm in campus political participation, i. e. running for heads of various organizations such as Student Unions or Associations. People hold different opinions about this phenomenon. Give your comments on it.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

My View on Campus Politics

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

练习二

SECTION A　COMPOSITION　[35 MIN]

Nowadays, there are some champions in the college entrance examination who speak for some products. People have different attitude towards this phenomenon. What's your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Is It a Good Thing for a Champion to Be a Spokesperson?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

参考范文

练习一

框架搭建：由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段指出人们对于大学生热衷校园政治存在不同看法，然后表明我的观点；第二段给出理由支持我的观点；第三段自然得出结论，总结观点。

My View on Campus Politics

Nowadays, many students show great enthusiasm in campus political participation, i. e. running for heads of various organizations such as the Student Union. Some people look down upon those political enthusiasts. They believe that those people are just seeking the limelight. But I don't see eye to eye with them and I insist that it is wise to take active part in the political organizations at colleges.

I have several reasons to support my view. First of all, participation in various organizations can improve our communicative ability and organizational skills. For example, as directors of entertainment department in the Student Union, we can surely develop our abilities in organizing a variety of parties, like the welcoming party for the freshmen and the New Year party. Secondly, as members of certain associations, we can do lots of meaningful things for the students and feel a sense of fulfillment and accomplishment. Finally, we will gain the upper hand in the job market if we have been involved in the organizations during our college years. There is no denying that the academic ability is not the only thing that's important and the recruiters also pay attention to personal qualities.

In conclusion, the boom in campus politics indicates students' increasing awareness of the significance of developing their skills.

练习二

框架搭建：由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段指出高考状元为产品代言这一现象，引

出人们对其的不同观点，然后表明我的观点；第二段给出理由论证我的观点；第三段自然得出结论，总结观点。

Is It a Good Thing for a Champion to Be a Spokesperson?

Nowadays, we can often see that some champions in the college entrance examination speak for some products. This phenomenon has sparked much debate. Some people think it will create a win-win situation for the producer and the champion since it can bring great profits to them both. However, from my point of view, it is not a good thing for a champion to be a spokesperson.

The following two reasons can support my opinion. Firstly, a spokesperson must be responsible for the product he or she speaks for, but the young champion is not mature enough to do this. Besides, in most cases the champion has not used the product they speak for. Secondly, attending the speaking activities will influence the champion's normal study. To be a champion in the college entrance examination doesn't mean the student has made final success. In addition, if a champion pays too much attention to or is often exposed to the media, it is not good for his or her growth.

From the foregoing, I can safely draw the conclusion that it will produce many negative effects for a champion to be a spokesperson. Therefore, I think the champions' speaking activities should not be encouraged.

十二、每日佳作赏析

SECTION COMPOSITION [35 MIN]

Some of your classmates think that more pressure from academic studies is not beneficial to students. You either agree or disagree with them.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

More Pressure from Academic Studies Does (or Does No) Good to Us

You are to write in three parts.

In the first part, state clearly what your view is.

In the second part, support your view with appropriate reasons or details.

In the last part, bring what you have written to a natural conclusion or a summary.

参考范文	词句点评
More Pressure from Academic Studies Does Good to Us （1①）When it comes to the question（2）whether more pressure from academic studies（3①）does good to college students，（1②）different students have different opinions.（4）Weighing up the pros and cons，I think more pressure from academic studies（3②）is beneficial to us.（5）My reasons can be listed as follows. （6①）First，pressure provides us with motivation and drives us to work hard.（7）With more pressure from academic studies，students will spend more time on studies and meantime acquire more knowledge，（8）which will（9）increase their competitive power in the future job-hunting.（6②）Second，now the pressure that exists among students is far from enough.（10）Quite a few students waste their time on video games，part-time jobs，and campus love，（11）instead of studying.（12）Only under more pressure will these students put more time and energy into their academic studies. It will be too late if we wait until these students realize their mistakes. （13）To sum it up，more pressure from academic studies is very necessary for today's college students. I suggest we college students should（14）have a positive attitude toward the pressure and try to change it into motivation.	（1）引出争议话题时常用句式。 （2）whether 引导同位语从句，意为“是否”。 （3）用不同的短语表达同样的含义，用词富于变换。 （4）表明自己观点时常用句式。 （5）总体引出原因时常用句式。 （6）从两方面阐述自己的理由，条理清晰。 （7）with引出的介词短语表伴随，意为“随着……”。 （8）which 引导非限制性定语从句。 （9）意为“提高竞争力”。 （10）意为“相当多”，比用 many 或 a lot 等词语更能体现语言水平。 （11）意为“而不是，代替”。 （12）“only + 状语”提到句首时，句子要求部分倒装。 （13）总结时常用短语。 （14）意为“对……有积极的态度”。

星期五　一周复习效果检验

Test 1

SECTION A　COMPOSITION　[35 MIN]

When it comes to the question whether we should borrow a book to read or buy a book to read, different people have different preferences. What's your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Borrow Books or Buy Books?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

Test 2

SECTION A　COMPOSITION　[35 MIN]

Mobile phones are enjoying great popularity among people, and we find people calling with a cell phone almost wherever they go. What are the advantages and disadvantages of the mobile phone?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Advantages and Disadvantages of Mobile Phones

You are to write in three parts.

In the first part, state clearly your viewpoint on both the advantages and disadvantages.

In the second part, support your viewpoint with details.

In the last part, bring what you have written to a natural conclusion with a summary or a suggestion.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

Test 3

SECTION A　COMPOSITION　[35 MIN]

According to home economists, the family environment is critical during human maturation, and knowledge in this area will help to increase the chances of a healthy development.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Importance of Family on Personal Development

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, support your opinion with appropriate reasons or examples.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

Test 4

SECTION A　COMPOSITION　[35 MIN]

Many people think that high diploma means high ability. Many enterprises regard bachelor's degree or even master's degree as a necessity for their potential employees, because they believe the more education one accepts, the more knowledge and skills he will obtain. What's your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Does High Diploma Mean High Ability?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

Test 5

SECTION A COMPOSITION [35 MIN]

Lack of electricity has brought great troubles to production and people's life. Some people suggest building more power plants; others suggest saving electricity. What's your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Best Way to Solve Power Insufficiency

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide details to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

Test 6

SECTION A COMPOSITION [35 MIN]

The Internet is becoming a dominant element in modern life. What are the advantages and disadvantages of the Internet?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Advantage and Disadvantage of the Internet

You are to write in three parts.

In the first part, state clearly your viewpoint on both the advantages and disadvantages.

In the second part, support your viewpoint with details.

In the last part, bring what you have written to a natural conclusion with a summary or a suggestion.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

Test 7

SECTION A　COMPOSITION　[35 MIN]

Some young people today think nothing of combative spirit. When facing difficulties, they will choose to yield or cower without making any effort.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Importance of Combative Spirit

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, support your point of view with appropriate reasons or details.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

Test 8

SECTION A　COMPOSITION　[35 MIN]

Nowadays, various school activities are organized in the colleges or universities. However, people have different opinions as to whether students should take part in them actively. What's your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Should College Students Often Attend School Activities?

You are to write in three parts.

In the first part, state specifically what your idea is.

In the second part, provide one or two reasons to support your idea OR describe your idea.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

参考范文

Test 1

框架搭建： 由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段指出读书的重要性，引出关于书是应该借来读来还是应该买来读的争议，然后表明我的观点；第二段给出理由论证我的观点；第三段自然得出结论，总结观点。

Borrow Books or Buy Books?

Books have always been an important part of people's life. Many people would like to seek pleasure by burying themselves in books. However, how to get the book to read, buying it or borrowing it, differs from one to another. As for me, I prefer borrowing books to buying them. My reasons can be listed as follows.

For one thing, I think it is convenient to borrow books from the libraries since there are all kinds of books there. And borrowing books to read can help us save much money, which is a good thing to our college students since we have no income. For another, in my opinion, borrowing a book to read can stimulate a person's desire for reading and make his reading more effective since he has a limited time and chance to read the book.

Considering the above-mentioned, I think it is wiser to borrow books to read than to buy books to read. But for those books we need to use frequently or we are particularly interested in, we'd better buy them.

Test 2

框架搭建： 由标题和命题要求可知，本文应为一篇利弊分析类作文，其基本的段落安排如下：第一段表明我的观点：手机有利有弊；第二段

具体阐述手机的利和弊（内容多时也可分为两段）；第三段重申观点，提出建议，总结全文。

The Advantages and Disadvantages of Mobile Phones

Mobile phones are enjoying great popularity among Chinese people. It plays a vital role in our daily life. In my opinion, this phenomenon has both advantages and disadvantages.

Firstly, it is easy to carry wherever and however far one goes. Secondly, it greatly facilitates people's life. For example, whenever one meets trouble or something urgent, one can make a call immediately. Thirdly, a mobile phone is a very helpful companion. With a multifunctional cell phone in hand, one can easily get on the Internet, browsing the useful information, playing games with unknown people, and so on.

However, just as every coin has two sides, mobile phones also have many disadvantages. Firstly, the ringing of a mobile phone often disturbs the others' working and thinking. A good example to illustrate this is that the summit often requires all the attendees' mobile phones be powered off. Secondly, mobile phones make people own less private space. Others can get through wherever you are, whenever it is. Lastly, it is alleged that the microwaves of mobile phones might do harm to people's health.

In sum, I believe its advantages not only offset its disadvantages, but also far outweigh them.

Test 3

框架搭建：由标题和命题要求可知，本文应为一篇指定观点类作文，其基本的段落安排如下：第一段描述话题中提到的现象，重述给出的观点：家庭影响对个人发展有很重要的影响；第二段举例来证明这一观点；第三段重申观点，总结全文。

The Influence of Family on Personal Development

Nowadays, people are becoming increasingly aware of the importance of family environment. And it is generally held that family environment has a great influence on personal development. In my opinion, I wholly stand for this idea. The reasons can be listed as follows.

For one thing, parents usually foster their children to be what they wish to be. Most parents are inclined to make their children study in the field which they desired but failed to apply, thus parents exert great influence on choosing the future

of the kids. For another, the youth in the family are prone to work in the same field with their parents. Most athletes having at least one athlete parent can best illustrate this idea. Last but not the least, the family atmosphere will determine the personality of the kids to a great extent. For instance, optimistic family environment will produce active children and vice versa.

On the whole, we can say that family really has a great influence on personal development. We must be alert that the very detail of family behavior will bring great influence on the development of every family member.

Test 4

框架搭建： 由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段指出关于文凭和能力之间关系的一种观点：文凭越高能力越强，然后表明我是否同意该观点；第二段给出理由论证我的观点；第三段自然得出结论，总结观点。

Does High Diploma Mean High Ability?

Nowadays when it comes to the relation between diploma and ability, there is no complete agreement among people. Some people think that high diploma means high ability, while others hold the opposite opinion. From my point of view, high diploma bears no direct relation to high ability.

In my opinion, it has many disadvantages to look upon diploma as the standard of a talent. For one thing, it is a prejudice to think those without high education have no high ability. In fact, there are many ways to become a talent. Diploma education is just one choice among them. Measuring a talent by diploma neglects a lot of talents without a diploma or with a low diploma. Their enthusiasm is weakened greatly. For another, too much emphasis on diploma is a direct cause of the spreading of fake and dishonest diplomas.

Considering the above-mentioned, I can safely draw the conclusion that high diploma is not equal to high ability. I suggest we should measure a talent in many ways but not just by seeing if he has a high diploma.

Test 5

框架搭建： 由标题和命题要求可知，本文应为一篇建议方法类作文，其基本的段落安排如下：第一段指出电力缺乏的现状，引出我的建议；第二段阐述我这样建议的理由；第三段总结我的建议。

The Best Way to Solve Power Insufficiency

It is well known that every year, especially in summer, power insufficiency influence production and our life. Many varied proposals are presented to solve this problem. Some people suggest building more power plants. Others suggest saving electricity. In my opinion, I agree with the latter and I think that turning up air-conditioners by one or two degrees is the best way to solve this problem. My reasons can be listed as follows.

Firstly, it does save a large amount of power. According to the statistics about the power consumption in East China in 2007, more than 30% of it came form air-conditioners from hotels, shopping malls, office buildings, places of public entertainment, and ordinary families. To feel comfortable, people turn air-conditioners on almost all day and night at a rather low temperature. Supposing the temperature are raised by one or two degrees, the whole amount of electricity consumed would go down. Secondly, to encourage people to turning up the temperature of air-conditioners will help to establish thrift awareness. Many problems including power insufficiency are caused by waste. If children learn to save every unit of power and every citizen learns to take social responsibility, in the long run, power insufficiency and many other problems will be solved forever.

All mentioned above tell us the effect of the advocate for turning up air-conditioners by a few degrees. In short, we expect everyone will be the expert in saving energy.

Test 6

框架搭建： 由标题和命题要求可知，本文应为一篇利弊分析类作文，其基本的段落安排如下：第一段表明我的观点：互联网有利有弊；第二段具体陈述互联网带来的利和弊（如内容多也可分为两段）；第三段重申观点，提出建议，总结全文。

The Advantages and Disadvantages of the Internet

There is a good side and a bad side to everything—and that includes the Internet. As the latest product of the "technological revolution", the Internet has ushered in a new era of global information. However, in my opinion, the Internet has brought us both advantages and disadvantages.

There is no denying that the Internet can vastly improve the efficiency of scientific a research; it allows scientists a swift access to all the data and research findings available worldwide in their fields. Moreover, as information is as valuable as any material resources, anyone who has access to the Internet has a

competitive advantage in business over those who don't. Last but not least, the Internet has made personal communication both more convenient and more rapid.

While there is a great deal of enthusiasm nowadays over the advantages of the Internet, its drawbacks should not be neglected. For one thing, the construction of links to the system requires a huge amount of investment, which can be a strain on the budget of a developing country. For another, not all the information available on the Internet is useful or harmless; unhealthy items can penetrate the messages downloaded by people unfamiliar with the "web".

All in all, I would say that the advantages outweigh the disadvantages. As the global economy becomes more and more closely integrated, any country which falls behind in the "information race" will become economically backward. The Internet, if properly managed, holds the key to success in the 21st century.

Test 7

框架搭建： 由标题和命题要求可知，本文应为一篇指定观点类作文，其基本的段落安排如下：第一段描述现象引出本文观点：拼搏精神对于年轻人获得成功很重要；第二段具体阐述拼搏精神的重要性，支持我的观点；第三段重申观点，总结全文。

The Importance of Combative Spirit

Nowadays, many young people who live in ease and comfort think nothing of combative spirit. They hold that combative spirit belongs to athletes trying to break the record or those in adversity. However, I believe that not only the sportsmen or the cornered, but all the young people should have the combative spirit.

The significance of youngsters' possessing of the combative spirit lies in the following aspects. For one thing, they can make steady progress in their study with this spirit. We are all familiar with the stories about Suqin, the famous political strategist in the Warring States Period, who stabbed his thigh with an awl and tied his hair with string to the roof beam in order to keep off sleepiness when he studied day and night. If the young are all like him, failure in the exams would be a past story. For another, combative spirit is indispensable to the young in their daily life. When they leave the school and step into society, they meet various setbacks for sure, such as long-time unemployment, failure in promotion. The best thing they can do is to brave difficulties instead of chickening out.

On the whole, young people cannot do without the combative spirit. Therefore, I suggest that schools and families should cultivate the youngsters' spirit of struggling against difficulties.

Test 8

框架搭建： 由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段指出关于大学生参加学校活动人们看法不同，然后表明我的看法；第二段阐述理由支持我的观点；第三段自然得出结论，总结全文。

Should College Students Often Attend School Activities?

When it comes to school activities, there is no consensus among people. Some people think college students should often take part in school activities such as all kinds of contests and sports, while others hold that the main task of students is learning, so they shouldn't pay too much attention to school activities. Weighing up the pros and cons, I think college students should participate in school activities actively since we could benefit a lot from them.

The following reasons can support my view. Firstly, all kinds of school activities provide us with good chances to meet more people and make more friends. Our communicative skills will be improved and our ability to deal with different people and situations will be enhanced. Moreover, by attending school activities, we can learn many things that we could not from the textbooks. Those knowledge and skills learned by practice will be very helpful to our future employment.

Considering the above-mentioned, I can safely come to the conclusion that college students should not hesitate to take part in all kinds of school activities. But of course, we should not neglect our studies.

第三周
便条写作篇

——各类便条模板，一一学透练透，确保得8分

便条是一种简单的书信，基本可采用书信格式，但无需写上地址。专四便条常考的有以下13类：邀请、拒绝、建议、祝贺、安慰、询问、道歉、感谢、请求、转让或求购、通知、请假、留言。本周的主要任务是利用实用有效的结构公式，熟练掌握这13类便条的写作流程和基本句式，轻松拿下便条写作，确保得8分。

星期一　邀请、拒绝、建议类便条

一、邀请类

这类便条主要用于邀请别人参加聚会、庆祝活动以及音乐会、演出等其他社交活动。便条中一般应包括：邀请的事由、希望对方参加的愿望及对答复的期盼。

1 结构公式陈列

Date Dear _____, ①I'm writing to invite you to 邀请参加的活动. / It gives me the greatest pleasure to invite you to 邀请参加的活动. ②受邀人参加的理由 . /对活动的描述. ③May I have the honor of your company? / I really hope you can make it. / You will have no regret for going to the concert. ④Please	日期一般靠右上角 称呼要顶格写 1. 可以开门见山发出邀请，也可以先对要邀请参加的活动进行简单描述，再发出邀请。 2. 不需要太过详细描述活动，简单说清楚是什么

let me know whether you can make it at your earliest convenience. / Looking forward to your reply. Sincerely yours, Signature	活动以及活动的主要特点就可以了。 署名一般靠右下角，熟悉的人可直接用 yours 或只写名字。

2 结构公式演示

例（2005 年）

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET TWO a note of about 50 −60 words based on the following situation:

You have got two tickets to a concert given by a famous pop band/orchestra. Write a note to your friend, Hilda/Mike, describing briefly what it is and inviting her/him to come with you.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文	思路点拨
April 16th, 2005 Dear Hilda, ① I have two tickets for a concert given by a famous orchestra at the International Exhibition Center next Sunday. ② I want to invite you to go to the concert with me, since orchestral concerts are always your favorite. ③ You will have no regret for going to the concert. ④ Looking forward to your reply. Yours, Peter	先描述要邀请参加的活动，然后发出邀请，之后表达希望要方参加的愿望，最后期望回复。

二、拒绝类

这类便条主要用于无法答应对方的邀请或请求时。便条中一般应包括：拒绝的意图、拒绝的理由及对对方的歉意。写拒绝类便条时要注意语气委婉、态度明朗。

1 结构公式陈列

Date Dear _____, ① Thank you very much for 对方的邀请. /It is so kind of you to 对方的邀请. ② But I'm sorry to tell you that I have to decline/I can't accept your invitation. ③ 阐述拒绝的原因. ④ I hope my decline/my absence won't cause you any serious inconvenience. ⑤ Wish you have a good time. /其他良好祝愿. Sincerely yours, Signature	日期一般靠右上角 称呼要顶格写 1. 开头可先表示感谢，再表示拒绝；也可直接表示拒绝，结尾再表达感谢。 2. 此公式主要针对邀请的拒绝。如果是拒绝请求，则一般不能感谢，而主要应表达歉意。 署名一般靠右下角，熟悉的人可直接用 yours 或只写名字。

2 结构公式演示

例（2007 年）

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET TWO a note of about 50 −60 words based on the following situation:

Your classmate, Jimmy, is head of the university's swimming club. He has invited to join the club, but you like some other sport. Write him a note, declining his invitation and explaining why.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文	思路点拨
April 21st, 2007 Dear Jimmy, ① It's so kind of you to invite me to join the university's swimming club. ② But I'm so sorry to tell you that I can't accept your invitation. ③ The reason is that swimming is not my favorite and I like football more. ④ I hope my declination won't cause you inconvenience. ⑤ Best wishes to you. Yours, Lucy	先对对方表示感谢，然后委婉表示拒绝，之后解释拒绝的原因，最后表达希望和祝愿。

三、建议类

这类便条主要用于向对方提出建议或劝说对方接受自己的想法、主张。便条中一般应包括：建议的具体内容和建议的理由。

1 结构公式陈列

Date Dear _____, ① I have learned that 获悉消息. ② I suggest / I strongly recommend/ In my opinion, 提出建议. ③ 说明建议的理由. ④ Please think about it and tell me your decision. / I hope you will think about it. Sincerely yours, Signature	日期一般靠右上角 称呼要顶格写 1. 获悉的消息可能是自己想要传达给对方的消息，也可能是关于对方的消息。 2. 建议的理由可能是一或两点，注意突出重点，并考虑到便条篇幅。 署名一般靠右下角，熟悉的人可直接用 yours 或只写名字。

2 结构公式演示

例（2008 年）

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET TWO a note of about 50 −60 words based on the following situation:

Jane, your classmate, is thinking of subscribing to an English-language newspaper. And you would like to recommend one to her. Write a note, telling her which newspaper it is and describing two features of the paper.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文	思路点拨
April 19th, 2008 Dear Jane, ① I have heard that you want to subscribe to an English-language newspaper. ② In my opinion, China Daily is well worth reading. ③ First, it	先描述提出建议的背景信息，然后提出自己的建议，之后阐述建议的理由，

includes many aspects of life, such as politics and business, and will help you enlarge your vocabulary. Second, it is not expensive. ④ I hope that you will think about it. Yours, Kelly	最后希望对方予以考虑。

四、典型便条操练

练习一

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

You are Charlie or Mary. You have two tickets for a fashion show at the Exhibition Center tomorrow evening. Write a note to your friend Tony to ask him to see it. Inform him of the time and place you are going to meet.

Marks will be awarded for content, organization, grammar and appropriateness.

练习二

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

Suppose you are Wang Xin. Your friend Mrs. Smith has invited you to her house to have a dinner this Wednesday. However, you have had a previous engagement for the same day. Write her a note politely declining her invitation and expressing your best wishes to her.

Marks will be awarded for content, organization, grammar and appropriateness.

练习三

SECTION B　NOTE-WRITING　　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

Suppose you are Li Song. Your cousin Wu Xin is going to take the college entrance examination and feels hard to decide on his major, write a note to him giving your suggestions.

Marks will be awarded for content, organization, grammar and appropriateness.

_____

_____

_____

参考范文

练习一

Date

Dear Tony,

There will be a fashion show at the Exhibition Center tomorrow evening. It must be marvelous. I got two tickets. Would you like to go with me? Shall we first meet at People's Square at 6:30 p. m. ? Please let me know if you like to come.

Yours,

Mary

练习二

Date

Dear Mrs. Smith,

We are very appreciative of your so warmly including me in your selected guests on Wednesday. Most unfortunately, however, I shall be unable to avail myself of your kind invitation on account of a previous engagement for the same day. I have ordered a flower for you.

Best wishes for a very jolly home dinner.

Yours sincerely,

Wang Xin

练习三

Date

Dear Wu Xin,

I have learned that you feel it hard to decide on your major with the college entrance examination approaching. In my opinion, you may take English as your major. On the one hand, English is a hot subject and you needn't worry about your future employment. On the other hand, you'll find lots of fun in learning English. Please think about it and inform me of your final decision.

Yours,

Li Song

星期二　祝贺、安慰、询问类便条

一、祝贺类

这类便条主要用于对对方的生日、订婚、结婚、毕业、升职、得奖、开业等表示祝贺。便条中一般应包括：表达祝贺之意、祝贺的事由、对对方的肯定和赞美及良好祝愿。写祝贺类便条时要注意言辞恳切、感情真挚。

1 结构公式陈列

Date Dear _____, ① I'm so happy to learn that 祝贺事由. ② I would like to extend to you my utmost congratulations. / Please accept my warmest congratulations. ③ It is a reward you richly deserve for your long-term efforts. / You really deserve it because…/ This meant your years of hard work, and it's an achievement you can well be proud of. /其他积极评价. ④ I believe that 提出希望或祝愿. / Congratulations again and all good wishes for your	日期一般靠右上角 称呼要顶格写 1. 表达祝贺之后，要简单对对方的努力或成绩予以肯定，或做出其他方面的积极评价，注意要结合祝贺的事由来写。 2. 结尾的希望和祝愿也应根据祝贺事由的不同有所变化。

future study/work/life. Sincerely yours, Signature	署名一般靠右下角，熟悉的人可直接用 yours 或只写名字。

2 结构公式演示

例（1996 年）

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

Your friend has just won the first prize in the Provincial English Speech Contest. Write a note of congratulations.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文	思路点拨
April 20th, 1996 Dear Linda, ① I'm so happy to learn that you won the first prize in the Provincial English Speech Contest. ② Please accept my warmest congratulations. ③ It is a reward you richly deserve for your long-term efforts. ④ Congratulations again and all good wishes for your future study. Yours, Peter	先为对方获奖表示高兴，然后表达自己的祝贺，之后肯定对方的努力，最后再次表达祝贺和美好的祝愿。

二、安慰类

这类便条主要用于向对方的生病、考试失败、失业等不如意之事表示关切、安慰和鼓励之情。便条中一般应包括：安慰的事由、表达关切和安慰之情、给予对方鼓励和良好祝愿。

1 结构公式陈列

Date Dear _____, ① I'm extremely sorry to hear that 安慰的事	日期一般靠右上角 称呼要顶格写 如何安慰和鼓励对方以

由. ② I Just want you not to be so depressed. ③ You know everything will be all right. /其他劝慰或鼓励. ④ I hope you'll have a quick recovery. / I do hope you can pull yourself together as soon as possible. / I believe you will succeed. / Do feel free to tell me if I can offer any help. Sincerely yours, Signature	及给予对方什么样的祝愿要根据对方的具体情况而定。如生病，则可让对方不要担心病情、安心养病，最后可希望对方尽快好起来。 署名一般靠右下角，熟悉的人可直接用 yours 或只写名字。

2 结构公式演示

例（2004 年）

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

Your friend, Jane, has failed in the final exam, and is feeling very unhappy about it. Write a note to comfort her and give her some encouragement.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文	思路点拨
April 17th, 2004 Dear Jane, ① I'm sorry to hear that you failed in your final examination and that you are in a bad mood. ② I am expecting you will pull yourself together. ③ Do not think about it again and make good preparation for the make-up. ④ I believe you will succeed. Yours, Peter	先为对方没有通过考试而感到难过，然后鼓励对方振作起来，最后希望对方好好准备补考并取得成功。

三、询问类

这类便条主要用于就不清楚的事情向他人咨询或询问，如询问产品信息、咨询活动情况等。便条中一般应包括：询问的事由、想要了解的具体信息、向对方表示感谢并期望回复。写询问类便条时要注意态度要礼貌，询问的内容要

清楚明了。

1 结构公式陈列

Date Dear _____, ① I've learned that 获悉的信息. ② I'm very interested in 该信息涉及的事项. ③ Could you be kind enough to tell me some details about it? / I'd like to know more information about it. ④ 列举想询问的具体事项. ⑤ I would be grateful if you let me know the above information. / Your kind help would be greatly appreciated. ⑥ I am expecting your quick reply. / Looking forward to your reply. Sincerely yours, Signature	日期一般靠右上角 称呼要顶格写 如想询问的信息不需要详细阐述，也可以将③、④句合在一起，直接说明要询问什么信息。 署名一般靠右下角，熟悉的人可直接用 yours 或只写名字。

2 结构公式演示

例（2006 年）

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET TWO a note of about 50 −60 words based on the following situation:

You have got to know that your classmate, Michael, is organizing a weekend excursion for the class. And you are thinking of joining the trip. Write him a note expressing your interest in the excursion and asking for information on two details related to the excursion.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文	思路点拨
April 15th, 2006 Dear Michael, ① I've learned that you are organizing a weekend excursion for the class. ② I'm very interested in the trip and want to join it. ③ Could you be kind enough to tell me some details about	先说明自己了解到对方要组织一次远足，然后表示自己很感兴趣，之后向对方询问详细信息：目的地

it? ④ First, what's the destination? Second, what preparations should we make for it? ⑤ Your kind help would be greatly appreciated and I am looking forward to your reply. Yours, Peter	是哪里以及需要做什么准备工作，最后表达感谢并期望回复。

四、典型便条操练

练习一

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

You are Mike or Julie. You are supposed to write a note to congratulate your friend Alice on her excellent piano performance.

Marks will be awarded for content, organization, grammar and appropriateness.

练习二

SECTION B　NOTE-WRITING　[10 MIN.]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

Your friend Tony has a high fever and is hospitalized. Write a note to console him. Don't sign your own name at the end of your letter, using Cindy or Mike instead.

Marks will be awarded for content, organization, grammar and appropriateness.

练习三

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

Suppose your name is Tu Liang. Li Jia, one of the seniors in your department

has been enrolled by a foreign university. You are going to study at the same university. Write a note to Li Jia to inquire about the specific information as regards accommodation, fees and qualification there.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

练习一

Date

Dear Alice,

Congratulations on your excellent performance last night! Everybody here is talking about your brilliant piano performance. I'm especially fond of Chopin, and your interpretation of it was superb. I just can't tell you how much we enjoyed it! Let me offer again my hearty congratulations on your wonderful work. Good wishes for your greater success!

Yours sincerely,

Julie

练习二

Date

Dear Tony,

I am very sorry to hear you are hospitalized due to a high fever. Are you feeling better now? Don't worry and take it easy. I will come to see you as soon as I am free. I hope you will have a quick recovery and play tennis with me soon.

Yours,

Cindy

练习三

Date

Dear Li Jia,

I've learnt that you have been enrolled by Columbia University. I'm going to study at the same university. Could you be kind enough to tell me some information about it? First, what's the accommodation there like and how about the tuition fees?

Second, what qualifications are required to enter the university? I would be grateful if you let me know the above information and I am expecting your quick reply.

Yours sincerely,

Tu Liang

星期三　道歉、致谢、请求类便条

一、道歉类

这类便条主要用于对自己的过错或不当行为向对方表示歉意。便条中一般应包括：道歉的事由、自己犯错的原因、弥补措施、希望得到对方原谅。写道歉类便条时要注意态度要诚恳，不要过分强调自己的理由。

1 结构公式陈列

Date Dear _____, ① I am writing to express my apologize for 道歉的事由. / I'm terribly sorry for 道歉的事由. Please accept my sincere apology. ② 解释过失的原因. ③ To make up, 提出弥补措施. ④ Allow me to apologize again for the inconvenience/ loss I have brought you. Sincerely yours, Signature	日期一般靠右上角 称呼要顶格写 1. 对过失原因只需简单说明即可，不要过分强调。 2. 提出弥补措施时要注意语气，不可带有强加性。 署名一般靠右下角，熟悉的人可直接用 yours 或只写名字。

2 结构公式演示

例（2001 年）

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET TWO a note of about 50 −60 words based on the following situation:

Yesterday you failed to turn up for the appointment with your teacher, Professor

Wang. Write him a note of apology and make a request for another meeting. You should also suggest the time for the requested meeting. *Marks will be awarded for content, organization, grammar and appropriateness.*	
参考范文	**思路点拨**
April 21st, 2001 Dear Professor Wang, ① I'm terribly sorry that I failed to keep my appointment with you. Please accept my sincere apology. ② The fact is that I had to take care of my little sister, and my parents were at work yesterday. ③ To make up, I wonder if you will agree to meet me tomorrow afternoon. ④ Allow me to apologize again for the inconvenience/ loss I have brought you. Sincerely yours, Peter	先为没能准时赴约而向对方致歉，然后解释自己没能赴约的原因：在家照顾妹妹，之后提出弥补措施：希望能在本周日下午再次约见对方，最后再次表达歉意。

二、致谢类

这类便条主要用于就得到的帮助、受到的款待或服务、收到的礼物以及别人给予的关心等表示感谢。便条中一般应包括：感谢的事由、对方给予的具体帮助或款待等自己的感受或希望、重申感激。

1 结构公式陈列

Date Dear _____, ① I am writing these lines to express my sincere gratitude for 感谢的事由. ② 概括描述对方给予的款待或帮助，并表达自己的感受. ③ I hope 提出希望. ④ Please accept my appreciation again. Sincerely yours, Signature	日期一般靠右上角 称呼要顶格写 希望可以写想要回馈对方，也可以写希望再次相聚之类的话。 署名一般靠右下角，熟悉的人可直接用 yours 或只写名字。

2 结构公式演示

例（2012 年）

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

The winter vacation was over, and you came back by train yesterday. Your friend (Michael or Lucy) went to the railway station to meet you and helped cleaning your dorm. Now, write him/her a note, expressing your gratitude and offering your help in return.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文	思路点拨
April 21st, 2012 Dear Lucy, ①I am writing these lines to express my sincere gratitude for your kindly deeds. ②It is so kind of you to have gone to the station to meet me and even helped cleaning my dorm. ③ I hope I can have the chance to treat you dinner to return your help to me. ④Please accept my appreciation again.	先对对方的体贴行为表示感谢，然后指出对方给予的具体帮助和自己的感受，之后提出要回报对方，最后重申感激。

三、请求类

这类便条主要用于向对方提出某种请求。便条中一般应包括：请求的内容、请求的理由、对对方的感激、希望得到满足和回复。

1 结构公式陈列

Date Dear _____, ① I am writing to seek your assistance (in	日期一般靠右上角 称呼要顶格写 1. 也可以将①、②两句合

请求的事项）/I'm writing to ask you to 请求的事项. ② I wonder if it is possible for you to/Would you kind enough to/Could I trouble you to 请求对方给予的具体帮助. ③ 请求的理由. ④ I shall be obliged if you 答应请求. ⑤ I'm looking forward to your reply. / I am eagerly awaiting your reply on this matter. Sincerely yours, Signature	为一句，直接提出具体请求。 2. 请求内容要明确具体。 署名一般靠右下角。

2 结构公式演示

例（2014 年）

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

As you are taking an exam, you do not have time to meet a former schoolmate of yours at the railway station. Write a note to your friend Mark/Lily, politely asking him/her to meet your schoolmate for you and describing briefly what your schoolmate looks like.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文	思路点拨
Date Dear Mark, I' m writing to seek your assistance. Could I trouble you to meet my schoolmate at the railway station? I have no time to meet him in person because I have to take an exam. She wears a black dress, with long curly hair. I shall be very obliged if you can help me. Looking forward to your reply.	先说明请求对方给予什么帮助，然后阐述请求的理由，之后表达感激之情，最后期望得到尽快回复。

四、典型便条操练

练习一

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

You are Clare. You borrowed a book from your friend Lucy two months ago and do not return it to her until now. Write a note to apologize for not returning the book earlier to her.

Marks will be awarded for content, organization, grammar and appropriateness.

练习二

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

Suppose you are Wu Ming. You are preparing for TEM-4, and a junior Li Feng lent you a book and gave you some suggestions. Write a note to express your gratitude.

Marks will be awarded for content, organization, grammar and appropriateness.

练习三

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

Suppose your name is Qi Li. You are ill and rest in bed, but you must return some books to the library because they are due tomorrow. Write a note to your roommate Qin Lan to ask for her help.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

练习一

Date

Dear Lucy,

I am terribly sorry for not returning the book you lent to me two months ago until now because I have been reading it all the time. I found it very helpful to my paper. Please accept my apology for not returning your book a bit earlier.

Yours sincerely,
Clare

练习二

Date

Dear Li Feng,

I am writing these lines to express my sincere gratitude for your help with my preparation for the TEM-4. Your book is very useful to my improvement in reading comprehension. Moreover, had it not been for your suggestions, I wouldn't have known where to start. Please accept my appreciation again.

Sincerely yours,
Wu Ming

练习三

Date

Dear Qin Lan,

I am writing to ask for your favor to return some books to the library for me. The books are due tomorrow, but I'm seriously ill and couldn't return it myself. So could you be kind enough to help me return them to the library? I shall be much obliged if you could help me.

Yours,
Qi Li

星期四　转让或求购、通知、请假、留言类便条

一、转让或求购类

这类便条主要用于发布某种转让或求购信息，以达到出售或购买某种东西

的目的。便条中一般应包括：对转让或求购物品的描述、物品的价格、交易或联系方式。

1 结构公式陈列

Date To whomever, ① I am 简单自我介绍. ② I want to sell/buy 转让或求购的东西（because/since 转让或求购的原因）. ③ 描述其主要特点及价格. ④ Anyone who is interested in it/ has 求购的物品 is welcome to make inquiry. ⑤ I am available at 电话号码. And my address is 地址. Sincerely yours, Signature	日期一般靠右上角 称呼要顶格写 对于转让或求购该物品的原因如果命题中未做要求，也可以不写。 署名一般靠右下角

2 结构公式演示

例（1995 年）

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

Before you leave the university you want to sell your bike. Write a note of about 50－60 words describing the condition of your bike, how much you would like for it, and where you can be contacted.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文	思路点拨
April 15th, 1995 To whomever, ① I'm a senior from the English Department and will graduate from this university in two weeks. ② I want to sell my bike. ③ It is half new, red, for females. Whoever may get it at the cost of only 200 yuan. ④ Welcome any inquiry. ⑤ I'm available after 8 p. m.	先自我简单介绍，然后说明自己想转让自行车，之后描述该自行车的特点及价格，最后交代联系方式。

Address: Room xxx, Student Dormitory Building No. 11 Tele: xxxxxxxxx Sincerely yours, Alice	

二、通知类

这类便条主要用于向特定单位或相关人员传达某件事情。便条中一般应包括：通知的事件、具体的时间、地点和要求以及注意事项等。

1 结构公式陈列

Date Dear _____, ① 某项活动 is organized by 活动组织单位 to 活动目的. ② 简述活动特点或意义. ③ 该活动 will be arranged / held in 地点 on/in 时间。④ Those who are concerned/interested in it/ want to take part in it/ join the line should 活动要求。 Signature	日期一般靠右上角 称呼为通知的对象，要顶格写 如无必要，也可以不写活动的意义，只交代清楚事件内容、时间、地点等信息即可。 落款给出发出通知的单位，一般靠右下角。

2 结构公式演示

例

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

The Student Union of your university advocates the students to voluntarily donate blood to the Red Cross. Please write a notice about this activity. The notice should include:

The time: the morning of April 23rd.

The place: the university clinic.

The requirement: to arrive at the clinic before 10:00 a. m.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文	思路点拨
Date Dear Schoolmates, It is advocated by the Student Union that the students of this university voluntarily donate blood to the Red Cross. Blood donation is a kind of charity, which is not only beneficial to the society but also to the donators themselves. This donation activity will be held in the university clinic on the morning of April 23rd. Those who are ready to join the line should go to the clinic before 10: 00 a. m. Student Union	先说明通知的事情：校学生会组织献血活动，然后简述这一活动的意义，之后交代活动的时间、地点，最后交代活动要求。

三、请假类

这类便条主要用于因病或因事向老师或领导等请假。便条中一般应包括：请假的时间、请假的原因、向对方的歉意及感谢、期望回复。

1 结构公式陈列

Date Dear _____, ① I'd like to know if I could ask for a leave for 请假的时间. ② 请假的原因. ③ I apologize for the inconvenience my absence may cause. / I will try my best to make up for the work I will miss/ catch the missed lessons. ④ I would be obliged if you allow my leave. ⑤ Looking forward	日期一般靠右上角 称呼要顶格写 1. 请假的时间要写清楚，一般要写明是几天以及日期。 2. 除了因请假可能带来的不便表示歉意以外，还可表示会弥补自己未完

to your reply. Sincerely yours, Signature	成的工作或学业。 署名一般靠右下角。

2 结构公式演示

例

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

You had a bad cold and high fever, so you have to write a note to your teacher Mr. Wang to ask a leave for 3 days from April. 21st rd to April. 23rd.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文	思路点拨
Date Dear Mr. Wang, ① I'm terribly sorry to apply for three days' leave from the April 21st to April 23rd ② I had a bad cold and high fever. ③ I will show you the certificate from the doctor to support my application. ④ I promise I will do my best to catch the missed lessons on after I come back. ⑤ Wish for your permission. ⑥ Looking forward to your reply. Sincerely yours, Peter	先说明请假的时间，然后再说明请假的原因，之后表示会尽力赶上落下的课，最后希望得到允许并期望回复。

四、留言类

这类便条主要用于以书面形式留下想要向对方说的话，也可能是来找对方但对方不在的情况下写下的，可能是自己写，也可能是别人转述，常见的还有电话留言。其内容可能涉及各个方面，具体根据命题要求来定。

1 结构公式陈列

公式 1：亲自留言

Date Dear _____ ① Here is a message from 留言人. ② I came to 来访目的. ③ It so happened that you were not in. ④ 要交代的事情. ⑤ Please let me know as soon as you read the note. Sincerely yours, Signature	日期一般靠右上角 称呼要顶格写 署名一般靠右下角，熟悉的人可直接用 yours 或只写名字。

公式 2：代别人留言

Date Dear _____ ① 来访/电人 came to see you/ called you 来访/电时间 when you were out. ② He/She said/ wanted 来访/电人要求转述的事情. ③ If that is not convenient for you/If there is any problem, You are expected to ring him/her up at 回电号码. / And you are requested to meet him/her 会面时间或地点. Sincerely yours, Signature	日期一般靠右上角 称呼要顶格写 本留言条公式既可以用于来访人留言，也可以用于电话留言。 署名一般靠右下角，熟悉的人可直接用 yours 或只写名字。

公式 3：电话留言

TELEPHONE MESSAGE FROM: _____ 留便条的人 _____ TO: _____ 收便条的人 _____ DATE: 留便条的日期 TIME: 留便条的时间 MESSAGE: _____ 留言内容 _____	电话留言除了采这种模式，也可以采用公式二的模式，但无论哪种模式，都应包含左边所列项目。 留言内容参照公式 2 的正文部分。

2 结构公式演示

例

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

This morning Mr. Liu Bing called your roommate, Linda, but she was not in. Mr. Liu wants you to help leave a message to Linda about their meeting. The meeting time is this coming Saturday, 9 a. m. The meeting place is the university gate. And Mr. Liu hopes you could tell Linda that if there is any inconvenience, ring him up at any time from 8 p. m. to 10 p. m. at xxxxxxxxx.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文	思路点拨
Date Dear Linda, A Mr. Liu Bing called you this morning but you were not in. He wanted to meet you this coming Saturday, 9 a. m. , at the university gate. If that is not convenient for you, you are requested to ring him up at any time from 8 p. m. to 10 p. m. at xxxxxxxxx. Yours, Mary	先交代来电人及来电时间，然后说明对方的来电意图和对方希望你传达的信息。

五、典型便条操练

练习一

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

You are Cindy or John. Write a note to buy a second-hand MP3, suggesting how much you would like to pay for it, and how you can be contacted.

Marks will be awarded for content, organization, grammar and appropriateness.

练习二

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

As part of the activities of Project Hope, the Student Union is to organize a voluntary activity to help the pupils in the western part of our country. You are supposed to write a notice on behalf of the Student Union to inform all the students at your university of participating in it.

Marks will be awarded for content, organization, grammar and appropriateness.

练习三

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

You are suffering a severe headache and write a note to your manager to ask for a sick leave. Do not sign your name at the end of the note, using Windy or Lucas instead.

Marks will be awarded for content, organization, grammar and appropriateness.

练习四

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

You are Tony or Sarah. You intend to return the bicycle borrowed from your friend Sherry, but she is not in. You are supposed to leave a message to her, telling her that you have left the key with her roommate.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

练习一

Date

Dear friends,

I would like to buy a second-hand MP3 to improve my English listening. If anybody has one for sale, please call me at xxxxxxxxxxx. I hope it is in good condition and it would be better if it has the function of displaying lyrics. I can pay about 100 yuan for it. Thank you.

Yours sincerely,

John

练习二

NOTICE

Date

Dear Madam / Sir,

As part of the activities of Project Hope, we will organize several groups of students of different specialties to help the pupils with their studies in the western part of our country from July 4 to August 4. Those who are voluntary to offer their help should enroll their names to the Student Union before June 20. Welcome your active participation!

The Student Union

练习三

Date

Dear Manager,

I'm awfully sorry that I cannot go to work today owing to a severe headache. It may be a few days before I'm able to resume my duties. I will try my best to make up for my work that will be missed during my absence. I hope my request will be kindly granted. I am sorry for any inconvenience that my absence may cause you.

Yours sincerely,

Windy

练习四

Date

Dear Sherry,

I meant to return the bicycle that you lent me yesterday, but your roommate Rose told me that you went shopping. So I left the key with her. Thank you very much for your generous help. When you get the key, please ring me up.

Yours,

Sarah

星期五　一周复习效果检验

Test 1

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

You are Mary or Tom. John is your close friend and his house was ruined by a fire. You are supposed to write a note to him to console him.

Marks will be awarded for content, organization, grammar and appropriateness.

Test 2

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

Your name is Alice or Charlie. You are a graduate and saw an advertisement for a post. Please write a note to inquire about the post and get some detailed information about it.

Marks will be awarded for content, organization, grammar and appropriateness.

Test 3

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

You are Charlie or Mary. Your birthday is drawing near. Please write a note to invite your friend Alice to your birthday party at your house.

Marks will be awarded for content, organization, grammar and appropriateness.

Test 4

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

You are John or Alice. Write a note to your friend Jack to ask him to lend you some money. Tell him the reason and promise to repay it as soon as possible.

Marks will be awarded for content, organization, grammar and appropriateness.

Test 5

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

You are Tony or Ann. Last night the big noise of your stereo kept your neighbor Mr. Smith awake a whole night. Write a note to make an apology to him.

Marks will be awarded for content, organization, grammar and appropriateness.

Test 6

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

You are Henry or Julia. You are supposed to write a thank-you note to your friend Nancy to thank her for her hospitality when you are in Beijing.

Marks will be awarded for content, organization, grammar and appropriateness.

Test 7

SECTION B NOTE-WRITING [10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

One of your friends Betty is going to take TEM-4 and ask you for suggestions on how to make preparations. Write a note to her. Don't sign your own name at the end of your letter, using Nancy or Mike instead.

Marks will be awarded for content, organization, grammar and appropriateness.

Test 8

SECTION B NOTE-WRITING [10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

The Student Union is to organize an English Speech Contest. You are supposed to write a notice on behalf of the Student Union to inform all the students at your university of participating in it.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

Test 1

April 21st, 2012

Dear John,

I'm really sorry to learn that the fire last night destroyed your house. I'm writing

to tell you how deeply distressed I am. And I'm very anxious to know how you and your family are at the moment. If there's anything I can do for you, please let me know. With best wishes to you.

Yours,
Tom

Test 2

Date

Dear Madam / Sir,

I'm a graduate from Shanghai Tongji University. I saw your advertisement for a sales manager in the 21st Century of July 8th and I would like to apply for the position. I would be grateful if you could send me an application form and further information about the requirements of the position. I look forward to hearing from you in the near future.

Yours sincerely,
Alice

Test 3

Date

Dear Alice,

I'm writing to invite you to my birthday party tomorrow evening. It is just a small friend gathering since I only invite a few intimate friends including you. The party will begin at 7 p. m. in my house. Please do come. I look forward to seeing you.

Yours,
Charlie

Test 4

Date

Dear Jack,

I greatly regret having to write this letter to ask for your assistance. Something's wrong with my credit card and I've run out of cash. It is only temporary because I've reported it to the issuing bank of the card. I wonder if you would possibly lend me 200 yuan. I shall repay it the moment I get the card. Your answer will be gratefully received.

Yours sincerely,
John

Test 5

Date

Dear Mr. Smith,

Please accept my sincere apologies. I can't tell you how sorry I was to learn that my stereo kept you awake last night. I'll do my best to keep the noise down from now on. Please allow me to say sorry again and thank you for your patience.

Yours faithfully,

Tony

Test 6

Date

Dear Nancy,

I'm writing to convey my thanks for your hospitality. Without your kindness, I couldn't have enjoyed my stay in Beijing so much. To my gratitude, you even guided me to view the beautiful scene of the Summer Palace and BeiHai Park. Again, please accept my heartfelt thanks for what you have done for me.

Yours sincerely,

Julia

Test 7

Date

Dear Betty,

You have asked for my advice with regard to the preparation for TEM-4. In my opinion, to get fully prepared for the test, your need to first enlarge your vocabulary. Second, in order to improve your test skills, your need more exercises of reading comprehension. Then you should practice writing constantly. I hope you find these suggestions helpful. Good luck with your exam.

Yours sincerely,

Mike

Test 8

NOTICE

Date

Dear fellow students,

In order to encourage all students to improve their oral English, a university-

wide English Speech Contest will be held on April 25th under the auspices of the Student Union. Those who are willing to participate may sign up with their monitors before Saturday. Five distinguished professors are to be the judges. The top ten winners will be granted awards. All are welcome to be present at the contest.

The Student Union

第四周
热点预测篇

热 点 预 测 1

SECTION A　COMPOSITION　　[35 MIN]

In recent years, people's lives have been improved greatly. Some people think we needn't be thrifty like before. What's your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Is Thrift Still a Good Virtue?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B　NOTE-WRITING　　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

Your friend Mary has invited you to her birthday party this weekend. However, you will go away then. Write her a note politely declining her invitation and expressing your best wishes to her.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段指出一些人认为节俭和朴素的生活方式已经过时了，然后表明我是否同意该观点；第二段给出理由论证我的观点；第三段自然得出结论，总结观点。

Is Thrift Still a Good Virtue?

With the improvement of the living standards, many people are no longer interested in the simple life style and some of them even feel ashamed to be thrifty. What they pursue is the latest fashion. In their eyes, thrift is already out of date. However, I don't agree with them and I insist that thrift is a good virtue at any time. My reasons can be listed as follows.

Firstly, the unprecedented power of production doesn't mean that we are entitled to a life of extravagance, because our natural resources are limited and some of them are even on the decline. Secondly, waste may lead to degradation of social atmosphere and environmental pollution as well. Besides, there are still millions of Chinese living under poverty line. We can never afford reckless waste. Finally, I believe "Waste not, want not." The truth of this saying is not to give up comfort but to enhance thrift. In fact, economic growth depends enormously on saving.

From the foregoing, I can safely draw the conclusion that thrift is still a good virtue that we should not give up at any time.

SECTION B

Date

Dear Mary,

Thanks a lot for your invitation to your birthday party this weekend, but I won't be able to come because I have to be in Shanghai on business this Thursday and will not return until next Monday. Nevertheless, I hope you will enjoy your birthday very well.

Yours,

Wang Lin

热点预测 2

SECTION A COMPOSITION [35 MIN]

When looking for a job, different people have different preferences. Some people prefer a high salary, while others prefer a good career development. What is your preference?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

High Salaries or Career Development?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B NOTE-WRITING [10 MIN]

Write on ANSWER SHEET THREE a note of about 50 - 60 words based on the following situation:

Suppose you are Liang Min. Li Hui, the monitor of your class, is going on a self-tour in your hometown during this summer vacation. Write a note to give your opinions briefly.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段指出大学毕业生选择工作时不同的侧重点：注重高工资和注重职业发展空间，然后表明我的观点；第二段给出理由论证我的观点；第三段自然得出结论，总结观点。

High Salaries or Career Development?

There are more and more people looking for jobs every year, but they have different views about what kind of job they should choose. Some of them focus their attention on the jobs that promise high salaries. Others show a preference for those jobs that offer chances to learn skills and advancement possibilities. Weighing up the pros and cons, I prefer the latter.

The following reasons can support my preference. Firstly, I think one should develop his skills as roundly as possible because it is career development that really counts most. Without development, you will be outrun by others and fall behind the times sooner or later. Secondly, in my opinion, career development may give us long term satisfaction while high salary would give us short term happiness. Finally, generally speaking, a good career development will bring high salaries sooner or later. So we should not be short-sighted when looking for a job.

Considering the above-mentioned, I will not hesitate to give my vote to the career development first and then high salaries.

SECTION B

Date

Dear Li Hui,

I have learned that you are going on a self-tour in my hometown during this summer vacation. In my opinion, Beihai Park is a nice destination. On the one hand, the price of the entrance ticket is not very high. On the other hand, the park covers a wide area with so many scenic spots that you may spend over half a day visiting it. Please think about it and let me know your final decision.

Sincerely yours,

Liang Min

热 点 预 测 3

SECTION A COMPOSITION [35 MIN]

Recently, in many cities, consumers can get coupons or tickets for travel for free.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Benefits of Free Tickets for Travel

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B NOTE-WRITING [10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

Suppose you are Alice. You didn't attend Prof. Turner's class yesterday and failed to hand in your paper. Write a note of apology to Prof. Turner.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇指定观点类作文，其基本的段落安排如下：第一段描述免费发放旅游消费券和旅游门票的现象，引出本文观点：免费发放旅游消费券和旅游门票有很多好处；第二段具体说明会带来哪些好处，论证观点；第三段重申观点，总结全文。

The Benefits of Free Tickets for Travel

Recently, in many cities, coupons or tickets for travel are distributed to the consumers for free. The move is welcomed by many people. They scramble to get these tickets via Internet or on the phone. From my point of view, this move brings a win-win result.

On the one hand, undoubtedly, it brings consumers substantial benefits. As some of you know, the high ticket price has been a big problem in the travel industry of our country. Free tickets to some extent relieve this problem. More

consumers could have chance to enjoy the travel for free. On the other hand, free tickets attract more travelers, which will surely bring more profits for travel agencies and other related departments. Besides, the development of travel industry will drive the development of many other industries.

From the foregoing, we can safely come to the conclusion that free distribution of the tickets for travel is a good policy. I suggest that this policy should be continued and more similar ones beneficial to consumers should be made.

SECTION B

Date

Dear Professor Turner,

I am terribly sorry that I wasn't present in your class and failed to hand in my paper yesterday. The fact is that I met with the traffic jam on my way to school and missed the class. May I go to your house to hand in my paper this evening? I shall be obliged if you kindly give me a quick reply. Again, please accept my sincere apology.

Sincerely yours,

Alice

热 点 预 测 4

SECTION A　COMPOSITION　[35 MIN]

Mass media such as TV, newspapers, magazines, the Internet and so on, play an important role in our lives. Almost everyday we are exposed to them.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Advantages and Disadvantages of Mass Media

You are to write in three parts.

In the first part, state clearly your viewpoint on both the advantages and disadvantages.

In the second part, support your viewpoint with details.

In the last part, bring what you have written to a natural conclusion with a summary or a suggestion.

Marks will be awarded for content, organization, grammar and appropriateness.

Failure to follow the instructions may result in a loss of marks.

SECTION B NOTE-WRITING [10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

Suppose your name is Tom and you are a HR manager. Write a note to Peter, a senior in a university, declining his intern application in your company, explaining why and expressing your gratitude and best wishes.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇利弊分析类作文，其基本的段落安排如下：第一段表明观点：大众传媒有利有弊；第二段具体阐述大众传媒的利和弊（可分为两段）；第三段重申观点，提出建议，总结全文。

The Advantages and Disadvantages of Mass Media

Mass media play an important role in our lives, which influence us in many ways. However, from my point of view, mass media has both advantages and disadvantages.

Listed below are their most commonly seen functions. First, mass media keep us well informed of the happenings of the world. Second, mass media deliver us all kinds of information on products and services through colorful advertisements. Third, mass media give us entertainment. Television, radio broadcasting, films, books provide us with a big variety of fun every day.

However, mass media have their problems. First, mass media could be utilized to fulfill harmful purposes such as preaching unhealthy values, attacking social policies and so on. Second, some advertisements will mislead consumers into making unwise purchases. Third, the violence in the media should be partly responsible for the violence in the reality.

From the foregoing, we can see clearly that mass media are an indispensable part in our lives. However, we should not depend on them too much. We must have a clear knowledge of their disadvantages while making use of their advantages.

SECTION B

Date

Dear Peter,

Thank you for your application letter in our company. But I'm sorry to tell you that we cannot approve of your application. The fact is our company mainly produces some medicine, which bears little connection with your major. I feel sorry for disappointing you. Anyway, I do appreciate your try and I wish that you would find a suitable company.

Sincerely yours,

Tom

HR manager

热 点 预 测 5

SECTION A　COMPOSITION　[35 MIN]

According to recent China Daily, the Beijing municipal government has set out to recruit thousands of university graduates to work as junior officials in rural areas to both improve rural administration and ease the city's employment problems.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Is It Good for College Graduates to Work as Village Officials?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

Suppose your name is Mary. You've learned that your friend Jack is ill these days. Write him a note expressing your concern, asking after his health and giving your best wishes.

Marks will be awarded for content, organization, grammar and appropriateness.

_____

_____

_____

参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段先提出争论的主题，即大学生当村官是否有益，然后表明自己的立场；第二段阐述理由支持自己的观点；第三段自然得出结论，总结观点。

Is It Good for College Graduates to Work as Village Officials?

When asked about whether it is good for college graduates to work as village officials, different people hold different attitudes. Some people take it for granted that it's an unseen waste of talent and resources for the college graduates to work in villages. However, others hold that selecting the graduates to undertake the responsibility of the village officials is a multi-win practice. From my point of view, I agree with the latter.

The following reasons can support my view. Firstly, college graduates are well-educated and their talent and creativity may help to boost the development of the rural areas, which narrows the gap between city and countryside. Secondly, if some of the graduates choose to go to the village, the employment pressure of the society will be greatly relieved. Finally, most graduates are inexperienced and too idealistic, so working as village officials will benefit them in their future life and careers.

From what have been discussed above, we can safely come to the conclusion that working as village officials does good to graduates themselves as well as to the development of the whole society.

SECTION B

Date

Dear Jack,

I'm very sorry to hear that you have been ill these days, so I'm writing to express my deepest concern for you. I just want you not to be so depressed. You know everything will be all right. I hope I have made you feel a little better. Wish you a quick recovery.

Yours sincerely,

Mary

热 点 预 测 6

SECTION A　COMPOSITION　[35 MIN]

In our lives, sometimes we have a disagreement with others and might even have quarrels with them. Do you think how we should avoid quarreling? Give your suggestions.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

How to Avoid Quarreling

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide details to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

You are Cindy. You bought a book for your friend Mary. You went her dorm to send the book to her, but she was away. So leave a message to her, telling her to come to your dorm and take the book back.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇建议方法类作文，其基本的段落安排如下：第一段指出分歧不可避免，引出我关于如何避免分歧和争吵的建议；第二段具体阐述我的建议；第三段总结我的建议。

How to Avoid Quarreling

There are times in our daily life when we have disagreement with others and have quarrels with them. Afterwards, we may feel upset, regretting such irrational behavior. But once again ignited, we lose our temper again. Obviously, these quarrels produce bad influence on our personal relationship. Considering these bad influence, we should learn to avoid quarreling. From my point of view, to avoid quarreling, the best way is to learn to make a compromise.

The first step is to control our temper. Take a few deep breaths and try to keep calm. The second step is to start communication. We should listen to the viewpoint of the counterpart again patiently. This will ensure there is no misunderstanding between us and demonstrate that we are willing to compromise. If we do have contrary views with the counterpart, the third step comes to a real compromise. Force ourselves to think in the counterpart's position. Maybe our ideas will be improved with his suggestions.

Considering the above-mentioned, I think it necessary to learn to compromise not only in our work but also in our life. If we prefer to compromise rather than explode, we are likely to come up with a third way of satisfying us both, and we are likely to have a happier life.

SECTION B

Date

Dear Mary,

I happened to be at Xinhua Book Store yesterday and found the book about ancient Chinese buildings you had longed for. So I bought it for you. This morning

I went to your dorm but you were away. So I'd like you to come to my dorm and take it back at your convenient time. I think this book will be helpful to your paper. See you then.

Yours,
Cindy

热 点 预 测 7

SECTION A　COMPOSITION　[35 MIN]

This is an age of cooperation, and today's leader is usually the one sitting at a table with six others, sleeves rolled up, trying to solve a problem together.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Importance of Cooperation

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

Suppose your name is Peter. You are Jack's roommate. His friend, Li Ming, just called him, but he was not in. Li Ming asked you to leave a message to Jack, telling him he had got some new ideas for Jack's paper and wanted to meet Jack and discuss with Jack about it.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇指定观点类作文，其基本的段落安排如下：第一段描述现象引出论点：合作对于个人、企业、社会都很重要；第二段具体合作的重要性，论证观点；第三段重申观点，总结全文。

The Importance of Cooperation

Nowadays cooperation turns out to be the mainstream of our life. And people are becoming increasingly aware of the significance of cooperation. In my opinion, cooperation is of prime importance to the individuals, companies and the whole society. I have several reasons to support my point of view.

To start with, by cooperating with others we can achieve things that can't be done single-handed. For example, when playing basketball, every player must attach great importance to team work, otherwise he would lose the game. Secondly, cooperation conduces to the establishment of harmonious atmosphere among fellow workers. Although competition has been listed as a prominent feature in the workplace, cooperation should always come first because companies that stress competition more than anything else are characterized by bad interpersonal relationships and oppressing circumstances. Thirdly, cooperation can benefit the whole society because unity is strength, as the saying goes. A case in point is the 2008 Olympic Games in Beijing. Had it not been for the cooperation of the millions of volunteers, the Olympics would not have been as successful as it was.

On the whole, cooperation is quite important in our life. If we pay more attention to it, we will achieve more and contribute more to the society.

SECTION B

Date

Dear Jack,

Your friend, Li Ming, just called, saying he has got some new ideas for your paper and he'd like to meet you and discuss with you about it at 3: 00 p. m. next Monday, at Summer cafeteria. He also hopes you to call him back at your convenience.

Yours,

Peter

热点预测8

SECTION A　COMPOSITION　[35 MIN]

Before coming to college, students often feel hard to decide on their majors. Many parents suggest that they should choose a major with more job opportunities, while most students themselves think they should build the choice on their interests. What is your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Which Comes First in Choosing a Major, Job Opportunities or Interests?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

Suppose you are Mike or Sarah. Your friend Cindy is going back to London, but you cannot see her off at the airport. Write a note of apology and explain the reason.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段提出准大学生选择专业的话题，然后表明我的观点；第二段给出理由支持我的观点；第三段自然得出结论，总结观点。

Which Comes First in Choosing a Major, Job Opportunities or Interests?

When it comes to choosing a major, different people hold different views. Some students believe it is wise to choose a major that will bring more job opportunities. Still others maintain that people should build their choice on their interests. Personally, I agree with the latter.

Firstly, it is very hard to choose a major which you have no interest in. Suppose a student chooses finance or accounting which promises a better chance in future career but holds no interest for him, it's not hard to imagine the student will meet his waterloo in the future. Secondly, many majors that seem to have better job opportunities might not turn out the way you expect when you graduate. For example, finance and accounting were thought as the majors with better job opportunities, but the unexpected economic crisis rendered them unpopular in job hunting. Finally, students will lose their motives to study if they choose a major they are not interested in.

In a word, it is better to choose your major according to your interest. Only when the major is the one you are interested in, can you enjoy the process of learning and probably find a job you like in the future.

SECTION B

Date

Dear Cindy,

I am extremely sorry for not being able to see you off. I have to take part in an exam on the day you leave for London. It is so important to my graduation that I can't miss it. To make up, I want to treat you to dinner before you go back. I shall be obliged if you kindly tell me when you prefer to have it.

Sincerely yours,

Sarah

热点预测 9

SECTION A COMPOSITION [35 MIN]

Nowadays, the fast pace of modern life and work exerts great pressure on people, which makes many people suffer from sub-health.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

How to Deal with Sub-health

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide details to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

Suppose your name is Mao Xin, and you are the sales manager of a company, and your company will hold a conference on the promotion of new products. Write a note to Professor Wang of Beijing Institute of Business to invite him to speak at the conference.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

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How to Deal with Sub-health

Nowadays, quite a few people are suffering from sub-health. Indeed, sub-health can result in both physical and mental diseases. Even worse, people who suffer from sub-health are more likely to die prematurely. Considering the great harm brought by sub-health, it is high time that we took effective measures to prevent sub-health. My suggestions on how to deal with sub-health are listed as follows.

Above all, people must have good sleep to ensure that they can regain enough

energy and physical strength, which is the precondition of health. What's more, people should have a rational diet under the instruction of a doctor so as to avoid the diseases caused by malnutrition or supernutrition. Besides, regular exercise is indispensable to one's health. Modern people are facing great pressure from work and life. Exercise can help relieve pressure as well as build body. Finally, it is also very important to learn to relax and have enough rest after intense work.

In conclusion, sub-health is a problem which we must pay enough attention to. Therefore, I suggest that we take action to avoid it before it develops into a more serious disease.

SECTION B

Date

Dear Professor Wang,

I'm writing to invite you to speak at the conference held by our company on the promotion of some new products. Since the products happen to be in the scope of your research, I'm sure you will be very interested in the conference. So would you give us the pleasure of your participation? If so, please let me know as soon as possible. I'm looking forward to your reply.

Yours sincerely,

Mao Xin

热点预测 10

SECTION A　COMPOSITION　[35 MIN]

If you were an employer, which kind of worker would you prefer to hire: an inexperienced worker at a lower salary or an experienced worker at a higher salary?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

My Preference to My Employee

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness.

Failure to follow the instructions may result in a loss of marks.

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

Suppose you are Li Ming. Your good friend, Zhu Tao, has been admitted by Harvard Business School to get an MBA degree. Write a note of congratulations.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建：由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段先引出文章主题，即对上述两类员工的争论，然后表明观点——有经验的员工更有利于公司的长远发展，尽管这些员工要求更高的薪金；第二段给出理由支持我的观点；第三段自然得出结论，总结观点。

My Preference to My Employee

When asked about which kind of employees enjoy higher favor, the inexperienced at a lower salary or the experienced at a higher salary, different people hold different attitudes. Some people take it for granted that the inexperienced workers usually ask for lower salaries and they tend to be more realistic and steady. However, others hold that the experienced workers are better choice for companies in the long term, even though they ask for higher salaries. As far as I'm concerned, I agree with the latter.

To start with, benefiting from their previous working experience, experienced workers can plunge themselves into work more quickly and easily. Besides, compared with the inexperienced ones, they need less training and meanwhile create more value for their companies in the same period of time, which surely makes them deserve higher salaries. Last but not least, the experienced employees

know more about the possible difficulties in their jobs. Thus, they are better prepared and are less likely to be taken by challenges.

From the foregoing, a natural conclusion can be drawn that in view of the long-term profit, I would rather hire the experienced employees at higher salaries if I'm the employer.

SECTION B

Date

Dear Zhu Tao,

I have learned with delight that you have been admitted by Harvard Business School to get an MBA degree. I would like to extend to you my utmost congratulations. I know this is surely owing to your diligence and intelligence. It is a reward you really deserve for your unremitting efforts. Again, please accept my sincere congratulations and best wishes.

Sincerely yours,

Li Ming

热 点 预 测 11

SECTION A COMPOSITION [35 MIN]

Nowadays, outdoor activities such as mountain climbing, camping and hiking are very popular. Undoubtedly, outdoors activities are very important to one's health.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Importance for Outdoor Activities

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

Suppose you are Mary. Jim is your best friend and his father was dead because of illness. Write him a note offering your condolences.

Marks will be awarded for content, organization, grammar and appropriateness.

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_____

参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇指定观点类作文，其基本的段落安排如下：第一段表明观点：户外运动对我们非常重要；第二段具体阐述户外运动的重要性，论证观点；第三段重申观点，总结全文。

The Importance of Outdoor Activities

Nowadays, outdoor activities such as mountain climbing, camping and hiking are very popular. It goes without saying that people are aware of the significance of outdoor activities. In my opinion, outdoor activities are very important to us.

Firstly, outdoor activities can improve our physical health greatly. They make people's heart and muscles strong, and also make us energetic and refreshed. In order to see this point clearly, let us see an example. As a student, I must spend 10 to 12 hours per day in studying textbooks or doing experiments. All this work is indoor one. When I take some outdoor activities, I feel refreshed. It is a feeling of a bird rushing out of the cage. When I am running in bright sunshine in the afternoon, I believe I become a hunting dog running in the wild, pursuing a rabbit. Secondly, it is a means to strengthen bonds and transmit key values among the family members. It doesn't only teach younger family members to appreciate nature, but it also helps them to develop important interpersonal skills.

On the whole, outdoor activities bring us not only physical health but closer relationship with family members. So, we should take part in outdoor activities as much as possible.

SECTION B

Date

Dear Jim,

I'm extremely sorry to hear that your father has passed away, so I'm writing to express my deepest concern for you. I just want you not to be so sad and I do hope you can pull yourself together as soon as possible. Again, please accept my heartfelt condolences and give my best regards to your family.

Yours,

Mary

热 点 预 测 12

SECTION A COMPOSITION [35 MIN]

Many people think of plagiarism as copying another's work, or borrowing someone else's original ideas. As a matter of fact, plagiarism involves both stealing someone else's work and lying about it afterward. So plagiarism is an act of fraud, what can be done to change the situation?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

How to Prevent Plagiarism

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide details to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B NOTE-WRITING [10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

Suppose you are Tom. This morning, your dog jumped into the garden of your neighbor Mike and knocked the flower pot over. Write a note of apology to your neighbor and tell him you will buy another flower pot for him.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇建议方法类作文，其基本的段落安排如下：第一段指出学术剽窃现象，引出我关于如何防止剽窃的建议；第二段具体阐述我的建议；第三段总结。

How to Prevent Plagiarism

Nowadays, plagiarism is rampant in the modern academic community. However, as to the ways to prevent plagiarism, different people hold different views. Some insist on the improvement of morality. Still others argue for the complete implementation of the copyright law. In my opinion, the ways to avoid plagiarism include familiarizing people with acts of plagiarizing and imposing penalties for plagiarism.

My suggestions lie in the following reasons. On the one hand, many people cite others' words or ideas without knowing that they practice plagiarism. As a famous Dutch humanist put it, "Nothing is more terrible than ignorance in action", so scholars, teachers and students should be well informed of how or when to give appropriate credit for the source of borrowed ideas and words. On the other hand, punishments are essential to eradicating the plagiarism. We can never fail to notice the fact that using others' writing without any reference is widespread and usually goes unpunished at college. In this case, we can enforce the punitive measures ranging from failure in a particular course to expulsion from the university.

In short, acquainting people with conducts of plagiarizing and punishing those who plagiarize can avoid plagiarism in one way or another. I believe that they are the most effective and practical ways to solve the problem. And I hope that all the writers assume their responsibility to acknowledge their indebtedness to their sources.

SECTION B

Date

Dear Mike,

I am writing to express my apology for having ruined your flower pot. The

fact is that my dog, unleashed, jumped into your garden and knocked the flower pot over. To make up, I decide to buy you a new one. I hope that will satisfy you.

Again, please accept my sincere apology for the inconvenience I have caused to you.

Sincerely yours,
Tom

热点预测 13

SECTION A COMPOSITION [35 MIN]

Today, it is not rare to hear that some universities have lowered their admission requirements for celebrity students, such as a pop singer or an Olympic medal winner. What do you think of the phenomenon?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Should University Lower Admission Requirements for Celebrities?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B NOTE-WRITING [10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

Suppose you are Mike. You've just moved to your new house. You are going to hold a house-warming party. Write a note to the Smiths to invite them to take part in it.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段描述话题中提到的大学为名人降低门槛的事实，并提出自己的观点；第二段列举自己的理由支持观点；第三段自然得出结论，总结全文。

Should University Lower Admission Requirements for Celebrities?

It is not rare that some universities have lowered their admission requirements for celebrity students, such as pop singers, film stars, or Olympic medal winners. Some people do not approve of the tendency. However, others maintain that it is a wise move on the part of universities. Personally, I agree with the latter and I believe that it is wise for the universities to do so.

The following reasons can account for my argument. Firstly, if celebrities have made contributions to our society or country, it is understandable that the universities reward them with the opportunities of receiving higher education. Secondly, celebrity students can be positive role models for their fellow students. There is no denying that successful people are often tough nails with strong personalities. Finally, universities can also enhance their reputation by enrolling celebrity students.

From the foregoing, I think that bending the rules for the talented candidates benefits the favored individual, the students and the university. Therefore, I agree that universities should lower admission requirements for celebrities.

SECTION B

Date

Dear Mr. and Mrs. Smith,

I'm writing to invite you to our house-warming party. It will be held at 7:00 p. m. on May 10 in my house. Could we have the honor of your company? If so, please let us know as soon as possible. I'm looking forward to your reply.

Yours sincerely,

Mike

热 点 预 测 14

SECTION A　COMPOSITION　[35 MIN]

With the coming of the era of knowledge economy, the reality has made it a

tendency for college students to start business on their own.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Benefits of Starting a Business

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, support your point of view with appropriate details.

In the last part, bring what you have written to a natural conclusion.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B NOTE-WRITING [10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

Suppose you are Julie. Your friend Mike has just moved to his new house. Write a note to him to express your congratulations.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇指定观点类作文，其基本的段落安排如下：第一段描述大学生创业的现象，引出本文观点：大学生自主创业有很多好处；第二段具体说明会带来哪些好处，论证观点；第三段重申观点，总结全文。
The Benefits of Starting a Business With the increasing employment pressure on college students, more and more students turn to starting their own undertakings. Some people hold that it's too bold and adventurous a behavior to start their own business for the experience-lacking college students. However, I believe that this phenomenon should be encouraged considering its benefits.

The significance of college students starting their own business lies in the following aspects. Firstly, college students are full of hope and expectation for the future and they are young and vigorous, having the courage to try something new, which is the indispensable quality for any entrepreneur. Secondly, they enjoy the technical superiority they was equipped with in the process of studying in college and that is the fuel for any business to develop and to be prosperous. Thirdly, our government is expanding the investment and making favorable policies to support college students' starting undertakings by themselves.

On the whole, I do give my applause to the students who find their own ways to weave their own future. Therefore, I suggest that the relevant departments should provide more guide and help both technically and financially for the quasi-entrepreneurs.

SECTION B

Date

Dear Mike,

I just write to express my heartiest congratulations on your moving into your new house. It is really good news that you have at last a house of your own designing. I can imagine how happy you and your family are. I do wish to see you and your new house in the near future.

Best wishes to you and your family.

Yours sincerely,

Julie

热 点 预 测 15

SECTION A　COMPOSITION　[35 MIN]

Nowadays, televisions, newspapers, magazines and other media pay too much attention to the personal lives of famous people such as public figures and celebrities.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Should Much Attention Be Paid to the Personal Lives of Public Figures and Celebrities?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B NOTE-WRITING [10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

Suppose your name is Mary. Your sister, Jane, has failed in the job interview; and is feeling unhappy about it. Write a note to comfort her and give her some encouragement.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段简述社会中名人隐私被曝光的现象，随后表明我的观点；第二段给出理由支持我的观点；第三段自然得出结论，总结观点。

Should Much Attention Be Paid to the Personal Lives of Public Figures and Celebrities?

Nowadays, it's nothing new that public figures' personal lives are exposed by the media. Some people have great interest in and pay much attention to tidbits about celebrities. In their opinion, it is natural for the public figures to be exposed, since they enjoy the fame endowed by the public. But I don't agree with them and I insist that everyone should have their privacy.

I have several reasons to support my view. First of all, it is against the law to pry into others' privacy. Secondly, some media agents or persons try to make illegal

profits by reporting others' privacy. What's more, it is inhuman to dug the celebrities' privacy out, which is a neglect of the fact that they are human beings too.

Based on the above analysis, we can safely draw a conclusion that we should respect others' privacy regardless of the fact that they are the common or the famous. Only in this way can everyone enjoy the equal right to be respected.

SECTION B

Date

Dear Jane,

This morning Aunt told me that you were feeling very unhappy these days because you failed in the job interview. As your sister, I hope you could cheer up. One failure is nothing serious. There are still many other good job opportunities. If you want to be successful in the next interview, you should prepare for it now. Best wishes to you!

Yours,

Mary

热 点 预 测 16

SECTION A　COMPOSITION　[35 MIN]

Obesity has been a global problem. In many countries, the obese people account for more than 20 percent of the total population. Contribute your ideas and suggestions as to how to fight against obesity.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

How to Fight Against Obesity

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide details to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

Suppose you are Tony. You have heard that your classmate, Sam, wishes to sell his MP3. Write him a note to express your interest in it, asking him about its condition and price.

Marks will be awarded for content, organization, grammar and appropriateness.

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参考范文

SECTION A

框架搭建：由标题和命题要求可知，本文应为一篇建议方法类作文，其基本的段落安排如下：第一段介绍人们对减肥的各种认识，并提出自己关于如何减肥的观点；第二段具体阐述我观点的理由；第三段总结我的观点。

How to Fight Against Obesity

There is no doubt that obesity has become a disturbing problem which is considered as harmful to our health. However, when it comes to how to kill obesity, different people have various opinions. Some insist on eating less so that our body will absorb less. Still others argue that we should do more exercise as well as eating healthily. Personally, I agree with the latter, the most effective and healthy solution is a combination of healthy habit and perseverance.

The reasons can be listed as follows. Firstly, obesity comes from our habit of eating more high-energy diets, which lead to the accumulation of fat in our body. So, the first step to reduce weight is to form a good habit of eating healthily. Secondly, with most people engaging in stationary work, we are deprived of the chances to move about and exercise, which also contributes a lot to overweight. Besides, the lack of perseverance in keeping eating healthily and doing exercise frequently functions as much as the above two elements in leading to overweight.

In a word, good habit is necessary if we want to have a good figure. I believe that after forming good eating habit and exercising regularly, we can reach our goal of losing weight with our perseverance. Only a combination of good habit and perseverance is reached, can we keep in good figure and fit.

SECTION B

Date

Dear Sam,

I heard you would sell your MP3. It happened that my MP3 was broken for about a month. I'd like to buy yours if possible. So will you let me know about its present condition and the price you would like to charge? Looking forward to your reply.

Yours,

Tony

热 点 预 测 17

SECTION A　COMPOSITION　[35 MIN]

Suppose a man's brain is dead because of an accident. He has lost his consciousness, that is, he can't think, speak or hear. Should we use a machine to make him breathe? Facing this question, different people have different opinions. What's your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Should We Use a Machine to Make Him Breathe?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

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_____

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

Suppose your name is Tom. You and your friend Julia had planed to go to the concert on Sunday, but you lost the tickets. Write a note to make an apology to her and tell her that you are going to buy another two tickets for some other night.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

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Should We Use a Machine to Make Him Breathe?

When it comes to the question whether we should use a machine to make a man with a dead brain breathe, there is no complete agreement among people. Some people think it is meaningless, while others hold the opposite opinion. As for me, I am in favor of the former opinion. My reasons can be listed as follows.

For one thing, an unconscious person whose brain is dead has lost his value as a social being. For him, his life has ended. So it is meaningless to keep him breathe by the machine since he can never know this. For another, it is just because his family and friends couldn't accept the fact of his death. That is why they let him go on breathing without any consciousness. Not only could it not bring his life back, but also it makes his family and friends hurt longer.

Considering the above-mentioned, I think it unnecessary to use a machine to keep the man's breathing if his brain has been dead. I suggest those living people learn to accept the fact and not do meaningless things like making him breathe by a machine.

SECTION B

Date

Dear Julia,

I am afraid that we can't go to the concert on Sunday because I lost the tickets. I tried to find them but failed. Please forgive me for my carelessness. And I am going to buy another two tickets for some other night as compensation. I am sorry for causing all this inconvenience. I hope you will not be so angry.

Yours,

Tom

热 点 预 测 18

SECTION A　COMPOSITION　[35 MIN]

Today PC games are very popular among teenagers. But some parents consider that these games are not instructive and that teenagers should be kept away from them.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

PC Games Do Harm to Teenagers

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, support your point of view with appropriate details.

In the last part, bring what you have written to a natural conclusion.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

Suppose you are Li Mei. You have received a parcel of reference books on English writing from your friend, Wan Jian. Write a note to express your thanks.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建：由标题和命题要求可知，本文应为一篇指定观点类作文，其基本的段落安排如下：第一段描述青少年沉迷于网络游戏的现象，引出本文观点：网络游戏对青少年有害；第二段具体阐述网络游戏对青少年的害处，论证观点；第三段重申观点，总结全文。
PC Games Do Harm to Teenagers As one of the products of modern technology, PC games have definitely become

an indispensable part of most teenagers' lives. Statistics show that teenagers are spending more time and money on entertainment items such as PC games than they did ten years ago. However, in my opinion, although PC games have certain positive effects such as giving teenagers relaxation and activating their imaginations, they have certain negative effects.

Firstly, PC games occupy the time when teenagers should be sitting in the classroom or studying in the library. In their eyes, the colorful pictures and vivid characters of PC games are far more exciting than the dull black letters in textbooks. Therefore, addiction to PC games is often accompanied by poor academic work. Secondly, far from being instructive, some PC games contain violence, which is extremely harmful for the healthy growth of teenagers. It is said that most teenagers commit crimes just because their PC game heroes do so in a virtual world. Thirdly, speaking from the physical aspect, PC games have contributed a lot to failing eyesight among teenagers in recent years.

To sum up, despite their entertainment and relaxation, PC games undermine the education of teenagers. It would be better if teenagers could use such games in a more rational and controlled way, perhaps under the supervision of their parents.

SECTION B

Date

Dear Wan Jian,

I am writing these lines to express my sincere gratitude for your kindness to send me reference books. Had it not been for these books, I wouldn't have known how to start my paper writing. My heartfelt thanks are beyond words. Please accept my appreciation again and give my kind regards to your family.

Sincerely yours,

Li Mei

热点预测 19

SECTION A COMPOSITION [35 MIN]

Nowadays, more and more wealth holders contribute a greater portion of their financial resources to charity. Some people think the contribution is their responsibility. Do you agree or disagree?

Write on ANSWER SHEET THREE a composition of about 200 words on the

following topic:

Is It the Responsibility of the Wealthy to Contribute to Charity?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

Suppose your name is Li Xin. Your university has organized a Project Hope Group to offer financial aid to children in remote areas. Write a note to the organizer, asking him to help find a candidate.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建：由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段指出一些人认为捐助慈善事业是富人的责任，然后表明我是否同意该观点；第二段给出理由支持我的立场；第三段自然得出结论，重申我的立场。

Is It the Responsibility of the Wealthy to Contribute to Charity?

Nowadays, more and more wealth holders contribute a greater portion of their financial resources to charity. Some people think that the rich just do what they should do. They believe that contribution to charity is the responsibility of the rich. I cannot agree with them more.

I have two reasons to support my view. One the one hand, the rich have a big share of social wealth, so they should assume a big share of responsibility in the charity accordingly. It is generally accepted that the richest ten percent control more than half of the total wealth in many societies. On the other hand, contribution to the charity is the best way for the rich to reward the society where their wealth comes from. Carnegie once said that it is a shame to die in wealth. That's why many wealthy people like Li Jiacheng, the richest man in Hong Kong and Bill Gates, the world's richest man for 13 consecutive years, would rather subscribe a great part of their fortune to the charity than give it all to their offsprings. All of them are rewarded with more respect and honor as well as higher social status.

In conclusion, the wealthy should be civic-minded and charity-spirited. Just as Bill Gates said, with great wealth comes great responsibility to give back to society.

SECTION B

Date

Dear Sir or Madam,

I've learnt that you are the organizer of Project Hope Group in our university, so I am writing to ask you to help find a candidate for me. As far as I know, lots of children in the remote areas are deprived of the rights of education due to poverty. I believe that I should give them a hand. I shall be much obliged if you could find someone I can offer my financial help to.

I'm looking forward to your reply.

Yours sincerely,

Li Xin

热 点 预 测 20

SECTION A COMPOSITION [35 MIN]

In modern society, there still exist some immoral behaviors, which disturb social orders and disrupt social stability. These behaviors not only damage others' interests but also do harm to himself.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

How to Improve Public Morals

You are to write in three parts.

In the first part, state specifically what your idea is.

In the second part, provide one or two reasons to support your idea OR describe your idea.

In the last part, bring what you have written to a natural conclusion or a summary.

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SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

As the chairman of the Student Union, you are requested to write a note to all members of the Union, notifying them to attend a meeting.

Marks will be awarded for content, organization, grammar and appropriateness.

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参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇建议方法类作文，其基本的段落安排如下：第一段指出违反社会公德的行为的危害，引出我关于如何提高公共道德水平的建议；第二段具体阐述我的建议；第三段总结我的建议。

How to Improve Public Morals

Nowadays there are still many behaviors against public morality, such as spitting or littering in public, cutting in a line, wasting water or electricity. Actually, these small things in many people's eyes have had great bad effects on our society. I think, it is high time that we took effective measures to eliminate these uncivilized behaviors. The following is my suggestion on how to improve public morals.

First of all, education plays a very vital role in improving public morals. We

must use education to enhance people's moral consciousness, letting them know what influences their behaviors might bring on the society. Moreover, more strict regulations and laws should be laid down to restrict and punish people's behaviors against public morality. Only by severe punishment can we make people pay more attention to their daily behaviors. Besides, the government should improve the administrative system and ensure the efficient implementation of related measures.

In a word, the improvement of public morals depends on all of us in this society. With the improvement of every individual's behavior, our public morality certainly can be enhanced.

SECTION B

Date

Dear members of the Student Union,

I'm very happy to announce you that we'll have a meeting this Saturday evening. It will be held between seven o'clock and eight o'clock. Those who are concerned please go to the meeting room of the Student Union to attend the meeting.

If you need any further information, please don't hesitate to call me up. My telephone number is xxxxxxxx.

Sincerely yours,

Tom

Chairman of the Student Union

热点预测 21

SECTION A COMPOSITION [35 MIN]

Nowadays, two models of traveling are popular with people. One is package travel (travel with a companion); the other is traveling alone. Which model of travel do you like?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

On Traveling Model

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a

summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 – 60 words based on the following situation:

Suppose you are Mary, down with a high fever, and the doctor suggested that you stay in bed for another two days. Please write a note to Mr. Wu to ask for a sick leave from school.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段首先指出有些人喜欢结伴旅行，有些人喜欢一个人旅行，然后表明我更喜欢哪种旅行方式；第二段给出理由说明为什么我喜欢该种旅行方式；第三段自然得出结论，总结观点。

On Traveling Model

When it comes to traveling model, different people have different preferences. Some people like package travel because they think it can save them lots of troubles, such as food, house and traffic. However, others prefer to travel alone. As for me, I am inclined to the latter model. I think independent travel has many advantages over package travel.

First of all, I can make my travel plan as I please if I engage in independent travel, while the itinerary of the tour group is always inflexible and leaves little leeway for the individuals. In addition, I can travel to my heart's content when I travel alone. But if involved in the package travel, I would travel like a blue streak through all the scenic spots and thus I am deprived of the fun of traveling. Finally,

independent travel usually costs less than package travel. The tourists are often unprepared for paying extra money and taken aback by so many activities at their own expense on a package tour.

From the foregoing, I can safely draw a conclusion that traveling by oneself is preferable to traveling with a tour group because it gives us access to adventure, exploration and low cost.

SECTION B

Date

Dear Mr. Wu,

I am terribly sorry that I was unable to attend school this morning owing to a severe fever. I am enclosing herewith a certificate from the doctor, as he believes that I must stay in bed for another two days. I'll try my best to make up for my work when I am well. I hope my request will be kindly granted.

Respectfully yours,

Mary

热 点 预 测 22

SECTION A COMPOSITION [35 MIN]

Nowadays, many young city dwellers are choosing to get married soon after they know each other. The main reason for this flash marriage is that our traditional thoughts of family and marriage have changed very much. In addition, in modern society, the pace of life and work is increasingly fast, which is also responsible for this phenomenon.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Young People Should Not Have Flash Marriage

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, support your point of view with appropriate details.

In the last part, bring what you have written to a natural conclusion.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

Suppose you are Tony. Your roommate Tom is out and you have just received a call from his friend Miss Green, asking him to book an air ticket for Beijing at 10 o'clock, April, 25. Write a note to inform him of this matter.

Marks will be awarded for content, organization, grammar and appropriateness.

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参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇指定观点类作文，其基本的段落安排如下：第一段描述现在年轻人中的“闪婚现象”，引出本文观点：年轻人不应该闪婚；第二段具体阐述年轻人闪婚的害处，论证观点；第三段重申观点，总结全文。

Young People Should Not Have Flash Marriage

Nowadays, a growing number of young people in the cities get married soon after they know each other. To some extent, this kind of flash marriage embodies the destruction of traditional opinions on marriage and young people's desire for pursuing true love. However, from my point of view, flash marriage can bring great negative influence. My reasons can be listed as follows.

Above all, without enough understanding of each other and adequate consideration of the practical problems, the young couple is more likely to have contradictions and differences. This might result in their flash divorce. What's more, flash marriage might foster the development of individualism among young people and lead to their lack of responsibility. Besides, the vicious cycle from flash marriage to flash divorce will destroy the harmony and stability of the society.

From the foregoing, we can see flash marriage might bring many potential problems, which cannot be ignored. After all, marriage is the most important event of one's life and should be decided too rashly. Therefore, I suggest that young people should think twice before they decide to get a flash marriage.

SECTION B

Date

Dear Tom,

A Miss Green called you when you were out. She wanted you to book her an air ticket for Beijing at 10 o'clock, April, 25. You are requested to ring her up after you get the ticket at xxxxxxxx. Please inform me when you read the note. Best wishes!

Yours,

Tony

热 点 预 测 23

SECTION A COMPOSITION [35 MIN]

There is a statement in an article in a magazine that economic development will inevitably generate industrial waste which in turn will cause pollution to the environment. Can economic prosperity and a clean environment coexist? What's your opinion? You have to make a choice between the two.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

A Prosperous Economy and a Clean Environment Can (or Cannot) Coexist

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B NOTE-WRITING [10 MIN]

Write on ANSWER SHEET THREE a note of about 50 - 60 words based on the following situation:

Suppose you are Lin Tong. You have been given a position in a company. Write a note to the Personnel Department declining the job offer, explaining why and expressing your gratitude and best wishes.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建：由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段先指出对于繁荣的经济是否能与清洁的环境共存人们存在争议，然后表明我的观点；第二段给出理由支持我的观点；第三段自然得出结论，总结观点。

A Prosperous Economy and a Clean Environment Can Coexist

When asked about whether a prosperous economy and a clean environment can coexist, different people hold different views. Some people take it for granted that the economic prosperity can only be achieved at the cost of a clean environment. However, others hold that a prosperous economy and a clean environment are mutually dependent so they must develop at the same pace. As for me, I agree with the latter.

For one thing, a clean environment ensures a sustainable economic development because the former constitutes the material basis and essential condition of the latter. For another, the environmental protection and improvement rely on the booming economy. For example, to create a clean environment we must treat industrial waste with the advanced technology and a large sum of money provided by a prosperous economy. It is obvious that with the development of science and technology, man can protect the environment while maintaining steady economic growth. A case in point is to substitute low-cost recyclable materials for plastics.

Therefore, the economy and the environment can be sustainable only when they develop side by side. And the development of cyclic economy and environmentally friendly industry will definitely lead to the coexistence of a prosperous economy and a clean environment.

SECTION B

Date

Dear Sir or Madam,

Thank you very much for offering me a position in your company. But I'm

sorry to tell you that I cannot accept your offer. The fact is that I was recruited by another company several days ago. I feel sorry for disappointing you. Anyway, I do appreciate your kindness to employ me and I wish your company a prosperous future.

Sincerely yours,
Lin Tong

热点预测 24

SECTION A COMPOSITION [35 MIN]

Nowadays, tourism, a smokeless industry, is developing rapidly in China. Undoubtedly, it is very important to develop tourism industry.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Importance of Tourism Industry

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, support your point of view with appropriate details.

In the last part, bring what you have written to a natural conclusion.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B NOTE-WRITING [10 MIN]

Write on ANSWER SHEET THREE a note of about 50 - 60 words based on the following situation:

Suppose you are Tony. You attended Professor Wang's lecture last week and are very interested in his study. Write a note to ask for a list of reference books on the research of the topic.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建：由标题和命题要求可知，本文应为一篇指定观点类作文，其基本的段落安排如下：第一段描述现在旅游业发展迅速的现象，引出本文观点；发展旅游业至关重要；第二段具体阐述旅游业的重要作用，论证观点；第三段重申观点，总结全文。

The Importance of Tourism Industry

In recent years, tourism industry has been developing rapidly in China. Every year, thousands upon thousands of foreign visitors are crowding into China to see this old mysterious land with a splendid culture of more than 5, 000 years. Moreover, many Chinese travel to other places so as to experience the local custom, eat local food and see the sights. From my point of view, it is no doubt that the development of tourism industry is really of prime importance.

The significance of developing tourism industry mainly lies in the following aspects. Above all, it stimulates the development of other businesses and optimizes industrial structure. Businesses related to tourism, such as restaurants and transports have been set up and improved to satisfy the need of tourists in tourist destinations. What's more, tourism industry brings a great amount of foreign exchange earnings and boosts the growth of local and national economy. Besides, it provides people with a lot of job opportunities.

From the foregoing, a safe conclusion can be drawn that we should continue to make efforts to develop tourism industry. However, there also exist some problems concerning tourism industry. For example, some tourists do damage to the historical sites and the environment. Therefore, I suggest that the protection of tourist destination should go along with the development of the tourism industry.

SECTION B

Date

Dear Professor Wang,

Last Thursday, I attended your lecture on fuel cells, which was very instructive to my thesis writing. Would it be possible for you to give me a list of reference books on this topic? Your prompt attention to this letter would be highly appreciated. Many thanks for the time and trouble you take.

Yours sincerely,

Tony

热点预测25

SECTION A COMPOSITION [35 MIN]

Man-made beauty has aroused a heated debate in recent years. Many young people especially young girls beautify themselves by various operations. What's your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

My View on Man-made Beauty

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B NOTE-WRITING [10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

Suppose you are Mike. Write a note to Mrs. Wu to invite her and Mr. Wu to a dinner.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段指出人们对于人造美存在不同看法，然后表明我的观点；第二段给出理由支持我的观点；第三段自然得出结论，总结观点。

My View on Man-made Beauty

As people are becoming more conscious of their appearance, man-made beauty begins to emerge. Some people are strongly opposed to beautifying one's image by surgeries. They believe that outside beauty doesn't matter so much as inner beauty. But I don't think so and I insist that man-made beauty confirms to the human nature of loving beauty.

I have two reasons to support my view. On the one hand, everyone loves beautiful things and physical beauty makes one more presentable, thus boosting herself-confidence. The saying that beauty is but skin deep is but a skin deep saying because one's appearance really counts on many occasions. For example, in the interviews especially for the posts of secretaries, administrative assistants, and public relations ladies, interviewees with a good look have an advantage over those with a plain look. On the other hand, the surgeries can beautify the people and free them of discrimination. For instance, many people with inborn disfigured faces or burned skin are able to come out of the darkness and into the light by means of cosmetic surgery.

From the foregoing, a natural conclusion can be drawn that beautifying oneself by surgeries conduces to the buildup of one's confidence and the rebirth of the defective people and that the appearance of man-made beauty is indicative of the progress of the society.

SECTION B

Date

Dear Mrs. Wu,

We should be very pleased if you and Mr. Wu could dine with us at 7 o'clock p. m on Tuesday . It will be quite a small party, as we have only invited Mr. and Mrs. Smith, besides you and Mr. Wu, and all are close friends of ours. May we have the honor of your company? We look forward to your reply.

Truly yours,

Mike

热 点 预 测 26

SECTION A　COMPOSITION　[35 MIN]

Quite a lot of people take it for granted that it is bad for health to donate blood. Some people even believe that blood donor will never be as healthy as ever before

after donating blood. In fact, to donate blood has many benefits.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Benefits of Blood Donation

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B NOTE-WRITING [10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

Suppose you are Julie. You took away the book your friend Ling Ling had borrowed from the library but you forgot to tell her. Your friend was fined because she didn't return that book on time. Write a note to make an apology to your friend.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇指定观点类作文，其基本的段落安排如下：第一段表明本文观点：献血有很多好处；第二段具体说明献血会带来哪些好处，论证观点；第三段重申观点，总结全文。

The Benefits of Blood Donation

Blood donation has always been advocated in our country. However, some people have a misunderstanding of donating blood, who believe it is a foolish

behavior. Indeed, to donate blood can bring great benefits.

For one thing, it is of great significance to the progress of the society. To donate blood is a noble behavior, which embodies love and selflessness. Especially when there is an accident or a disaster, timely blood donation will play a very important role in treating and curing the victims. For another, donating blood is helpful to one's own health. First, it can help reduce the happening of cardiovascular disease. The statistics shows that the rate of getting myocardial infarction for those who've ever donated blood in recent two years is much less than those who've never donated blood. Second, donating blood regularly could help people keep good mood and reduce the pace of aging.

Considering the above-mentioned, I can safely come to the conclusion that it is worthwhile to donate blood. Therefore, I suggest that more people join the army of donating blood.

SECTION B

Date

Dear Ling Ling,

I am terribly sorry that you have been fined by the library for not returning the book on time. It was my fault that caused you so much trouble. I took the book away without letting you know. I am writing to express my apology and I will give you the amount of money you have been fined. I sincerely hope this incident will not undermine our friendship.

Truly yours,

Julie

热 点 预 测 27

SECTION A COMPOSITION [35 MIN]

In recent years, "Shanzhai" has become a hot word. There are various "Shanzhai" products in the market, such as "Shanzhai" cell phones, "Shanzhai" watches, and so on. This "Shanzhai" phenomenon has aroused heated debate. What's your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Advantages (Disadvantages) of "Shanzhai" Products

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

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SECTION B NOTE-WRITING [10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

Suppose your name is Mao Xin. You learn from an advertisement in the local newspaper that a company will start an intensive computer class. You are interested in it and want to know more details about it. Write a note to inquire about it.

Marks will be awarded for content, organization, grammar and appropriateness.

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参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段指出“山寨现象”引发的争议，表明自己对“山寨现象”的观点；第二段阐述理由支持自己的观点原因；第三段自然得出结论，总结观点。

The Advantages of “Shanzhai” Products

Recently, the vast array of knockoffs, such as cell phones, DVDs, MP3 players, have made “Shanzhai” one of the hottest words. Some people welcome this “Shanzhai” phenomenon, while others think “Shanzhai” products make illegal profits. From my point of view, the popularity of “Shanzhai” products has its reasons. Their advantages can be listed as follows.

Firstly, “Shanzhai” products have practical functions which meet the need of the public, and their designs in exterior appearance are fashionable. “Shanzhai”

products always cater to the market. Only if one product becomes popular in the market, will there appear its "Shanzhai" copy soon. Secondly, the prices of "Shanzhai" products are much lower than those of the original products they imitate. Thanks to them, more people at the grassroots level can enjoy the benefits of modern technology.

Considering the above-mentioned, I think the "Shanzhai" fever will go on since there are still market needs for them. However, "Shanzhai" products do violate intellectual property rights and evade taxes. Besides, imitation always has its limits, so they have some shortages compared with the original products. Therefore, I think "Shanzhai" products should be innovative instead of copying others simply.

SECTION B

Date

Dear Madam / Sir,

With reference to your advertisement in the local newspaper that your company will start an intensive computer class, I want to be enrolled in that class, but don't know what specific courses will be offered, who will give the lessons and how much I should pay for the whole training. Would you please be so kind as to let me know more about it? I will be very grateful if you provide me with more details.

Yours sincerely,

Mao Xin

热点预测 28

SECTION A COMPOSITION [35 MIN]

Magic has captivated the audience for centuries. Recently, there is a heated debate about the disclosure of the secret behind magic. What's your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Should the Secrets Behind Magic Be Disclosed?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a

summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B NOTE-WRITING [10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

You are Tony. Your friend Peter had a car accident yesterday and his legs were slightly injured. Write a note to console him.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段指出人们对于是否应该揭开魔术背后的秘密存在不同看法，然后表明我的观点；第二段给出理由支持我的观点；第三段自然得出结论，总结观点。

Should the Secrets Behind Magic Be Disclosed?

With a fascination with magic for centuries, there is a heated debate about the disclosure of magic secrets recently. Some people thirst for the revelation of the magic secrets. However, I don't see eye to eye with them and I insist that the secrets behind the magic should not be disclosed.

I have two reasons to support my view. For one thing, the audience is fascinated with the magic because they like the feeling of being kept in suspense. If the secrets behind the magic are known to them, they would feel that the magic is nothing but a petty trick and the magicians are ridiculous clowns rather than demigods. For another, magic requiring laborious hours and considerable money are what the magicians live on, so revealing the magic secrets will result in a detriment to the interest of the magicians. The magicians could not perform the

magic that happen to be known to the audience and therefore, they have less chances to earn money.

To sum up, the secrets behind magic should not be revealed with both of the audience and the magicians taken into account.

SECTION B

Date

Dear Peter,

I am sorry to hear you had a car accident yesterday and that your legs were slightly injured. Don't worry too much. It is easy for young people to recover. Is there anything I can do for you during your absence from class? Please don't hesitate to let me know. I hope you can recover soon and play football with me again.

Yours,

Tony

热 点 预 测 29

SECTION A　COMPOSITION　[35 MIN]

Self-confidence is a key to success. At any time, one should believe in himself. It is especially true of our young people.

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

The Importance of Self-confidence

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, support your point of view with appropriate details.

In the last part, bring what you have written to a natural conclusion.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50－60 words based on the following situation:

Your cousin, Peter, has been promoted as the sale manager of the company. Write a note to congratulate him. Don't sign your own name at the end of the note. Use Jimmy instead.

Marks will be awarded for content, organization, grammar and appropriateness.

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参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇指定观点类作文，其基本的段落安排如下：第一段表明本文观点：自信是成功的关键；第二段具体阐述自信的重要性，论证观点；第三段重申观点，总结全文。

The Importance of Self-confidence

Self-confidence is very important to one's success. For anyone, whether a man or a woman, self-confidence is the first step towards the success in his or her career, relationships, and practically anything he or she does. No doubt, without self-confidence, one can seldom make any great achievement.

Self-confidence can be beneficial to people in many aspects. Firstly, a man with confidence can defeat doubt in their personal and professional life. Then he can make a correct decision and avoid making mistakes. Secondly, self-confidence helps display one's talent fully. Only if he believes in his own abilities can he grasp any opportunity to show them. Finally, self-confidence contributes to one's good mood and peace of mind. Under no circumstance will a confident person give up the hope of success.

Considering the above-mentioned, we can reasonably come to the conclusion that self-confidence is a key to one's success. But it is worth noting that we shouldn't have overconfidence or blind confidence, which sometimes will lead us to assess the situations wrongly and make mistakes. Therefore, I suggest that our self-confidence should be based on the reality.

SECTION B

Date

Dear Peter,

I have learned with delight that you have been promoted as the sale manager of

your company. I would like to extend to you my utmost congratulations on your promotion. I know this is surely owing to your unremitting hard work. It is a reward you really deserve for your long term efforts. Again, please accept my sincere congratulations and best wishes to you.

Yours,

Jimmy

热点预测 30

SECTION A　COMPOSITION　[35 MIN]

Making a choice between science and arts is an important step for every senior middle school student. Recently, the Ministry of Education is collecting opinions on the possibility and feasibility of dividing of science and arts. The old topic once again becomes the hottest one now. But ideas from different parties are totally opposite. What's your opinion?

Write on ANSWER SHEET THREE a composition of about 200 words on the following topic:

Should Science and Arts Education Be Separated?

You are to write in three parts.

In the first part, state specifically what your opinion is.

In the second part, provide one or two reasons to support your opinion.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar and appropriateness. Failure to follow the instructions may result in a loss of marks.

SECTION B　NOTE-WRITING　[10 MIN]

Write on ANSWER SHEET THREE a note of about 50 −60 words based on the following situation:

You are Tom or Jane. Leave a message to your classmate Tim to inform him that the planned class meeting will be postponed. You are supposed to explain the reason and tell him the arrangement of the next class meeting.

Marks will be awarded for content, organization, grammar and appropriateness.

参考范文

SECTION A

框架搭建： 由标题和命题要求可知，本文应为一篇立场选择类作文，其基本的段落安排如下：第一段指出人们对于文理是否应该分科存在不同看法，然后表明我的观点；第二段给出理由支持我的观点；第三段自然得出结论，总结观点。

Should Science and Arts Education Be Separated?

A recent survey shows that different people hold different attitudes towards whether science and arts education should be separated. Some people favor the division between science and liberal arts. They believe that such practice not only provides more focused education but also lightens students' academic burden. However, I don't think so and I insist that science and arts education shouldn't be divided.

I have several reasons to support my view. First of all, science and arts are integral parts of the quality education. Students must learn both of them to gain an all-round development. In addition, there's no direct connection between students' study load and the number of subjects they have to learn. More often than not, it is the existing educational policy and system that make students feel stressed and depressed. Finally, it is a fact beyond all disputes that being forced to make a choice between science and arts, more students will lose interests in their studies.

From the foregoing, we can safely draw a conclusion that science and arts education shouldn't be separated from each other.

SECTION B

Date

Dear Tim,

The class meeting to be held at 3 p. m. next Monday will be postponed because several classmates must participate in volunteer work at that time. So, our class meeting will be held on next Wednesday, still starting from 3 p. m. Do inform me as soon as you read this note.

Yours,

Tom